

West Deer Township  
Board of Supervisors  
21 June 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., Rick W. Florentine, Leonard Guerre, Shirley Hollibaugh, and Gerry Vaerewyck. Members absent: Jeffrey D. Fleming, Chairman; and Joyce A. Romig. Also present were: Cathy Sopko, Administrative Assistant; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Sandy Nelko, representing Shoup Engineering.

Vice Chairman DiSanti opened and welcomed everyone to the meeting.

#### PLEDGE OF ALLEGIANCE

Roll Call taken by Ms. Sopko – Quorum present.

**NOTE:** Supervisor Vaerewyck was not present for Roll Call and arrived during the meeting shortly after.

#### **REGISTERED COMMENTS FROM THE PUBLIC**

- Mrs. Nancy Kralik, Superior Road, was registered but was **not in attendance**.

#### **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 Hollibaugh to accept the minutes of the 17 May 2017 meeting as presented. Motion carried unanimously 4-0.

**NOTE:** Supervisor Vaerewyck was present from this point on at the meeting.

**MONTHLY FINANCIAL REPORT**

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

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

**I - GENERAL FUND:**

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,128,582.56	3,599,754.63	58.78%
Expenditures	450,308.88	1,611,877.44	26.32%

**Cash and Cash Equivalents:**

Sweep Account		2,344,491.14	<b>2,344,491.14</b>
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**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted		35,978.85	
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**Fire Tax Fund:**

Sweep Account - Restricted		122,433.39	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted		221,701.38	
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**380,113.62****Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		704,480.37	
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**Capital Reserve Fund:**

Sweep Account - Reserved		346,287.18	
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**1,050,767.55****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

		0.00	
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**0.00****TOTAL CASH BALANCE 5/31/17****3,775,372.32****Interest Earned May 2017****247.17**

	<u>5/1/2017</u>	<u>May</u>	<u>5/31/2017</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	264,445.59	\$ 2,607.94	262,444.40

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

**LIST OF BILLS**

Best Wholesale Tire Co., Inc.....	1340.98
Beth’s Barricades .....	370.00
Griffith, McCague & Wallace, PC .....	3344.00
Hei-Way, LLC.....	2093.57
Jordan Tax Service, Inc. ....	1491.74
Kress Tire .....	251.50
Krigger & Co.....	135.04
MRM Property & Liability Trust .....	106265.00
MRM Workers’ Comp Fund .....	26694.99
Office Depot.....	649.27
Shields Asphalt Paving Inc.....	472288.99
Shoup Engineering Inc. ....	28587.75
Staley Communications.....	172.47
The HDH Group, Inc. ....	12171.00
Toshiba Financial Services.....	606.17
Tristani Brothers, Inc.....	3345.74
Walsh Equipment .....	10196.16

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine 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 22 June 2017 to 19 July 2017. Motion carried unanimously 5-0.

**TAX REFUNDS**

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund which also includes a fire tax refund – both the homeowner and the mortgage company paid.

**2017 REAL ESTATE TAX REFUND**

<b><u>NAME</u></b>	<b><u>LOT/BLOCK</u></b>	<b><u>AMOUNT</u></b>
Filip, Danielle	1214-J-189	\$383.18 + \$40/Fire Tax = \$423.18

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to issue the tax refunds as submitted by the Tax Collector. 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 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 May 2017. A copy of the report is on file at the Township. Questions/comments followed.

## **PARKS AND RECREATION BOARD REPORT**

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

- May 25<sup>th</sup>/Senior Citizen Luncheon
- June 3<sup>rd</sup>/Fishing Day at Deer Lakes Park
- June 16<sup>th</sup>/80's in the Park (\$2,930.00)
- May 24<sup>th</sup>/Regular Meeting & Community Days Meeting

## **ENGINEER'S REPORT**

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

### Projects

- 2017 Road Improvement Project
  - Contracts have been executed with Shields Asphalt Paving and Youngblood Paving. Shields Asphalt has completed all of the hot mix asphalt paving except for Benjamin Street, which is awaiting bridge replacement. Youngblood Paving has completed all cold mix asphalt and bituminous seal coat work on their project.
- Benjamin Street Bridge Deck Replacement Project
  - Demolition of the bridge deck occurred during the week of June 12<sup>th</sup>. The Contractor, Bioni Drilling, plans to perform foundation work the week of June 19<sup>th</sup> and new bridge deck placement the week of June 26<sup>th</sup>.
- MS4 Permitting
  - An Application for renewal will be submitted to PADEP in September 2017. A Pollution Reduction Plan is being prepared to reduce stream sediment loading in conjunction with this project.
- Nike Site/Senior Center Parking Lot Projects
  - Contracts have been executed with Martino Inc., and work is scheduled to begin later in the month.

### Development/Subdivision Reviews

- Ippolito Site Plan – Reviews of this land development plan were performed and review letters were issued to the Township on 27 April, 25 May, and 12 June 2017.

**IPPOLITO SITE PLAN**

The Planning Commission approved the Ippolito Site Plan at their 25 May 2017 meeting. The plan is to construct a 10,000 sq. ft. building to consist of an 8,000 sq. ft. warehouse with office space measuring 2,000 sq. ft. The applicant received a twenty-five foot rear yard variance from the Zoning Hearing Board on 15 June 2017. Property is located at 1628 Middle Road Extension and is Zoned S/U Special Use.

The Planning Commission recommended approval of the Ippolito Site Plan subject to satisfying the outstanding issues of the Shoup Engineering review letter dated 25 May 2017.

The Board received the review letter from Shoup Engineering dated 12 June 2017 that the following comments should be considered:

1. The applicant should submit documentation to the Township that the project qualifies for Sewage Facilities Planning Module Exemption.
2. An NPDES Permit will need to be obtained from the Allegheny County Conservation District.
3. The applicant will need to enter into a Stormwater Management Operation and Maintenance Agreement with the Township.

Mr. Payne commented on the site plan.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine to approve the Ippolito Site Plan as per the Planning Commission’s recommendation and contingent on the three items listed in Shoup Engineering review letter dated 12 June 2017. Motion carried unanimously 5-0.

**PROMOTION: POLICE SERGEANT**

The Board received a memorandum from Chief Lape recommending the promotion of Officer Robert Loper from patrol officer to sergeant.

Chief Lape summarized the process for the promotion of an officer to replace Sergeant Franklin Huffman, who retired in 2016.

As per the recommendation of Chief Lape, MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to promote Robert Loper from patrol officer to sergeant effective 21 June 2017. Motion carried unanimously 5-0.

Chief Lape presented Sgt. Loper with his new badge. Sgt. Loper was present and thanked the Board and also summarized his background and history in West Deer Township.

**HIRE PART-TIME POLICE OFFICERS**

The Board received a memorandum from Chief Lape recommending the hiring of the following individuals for the position of part-time police officers:

- Joshua O’Connor
- Jay McMahill

The background checks were performed.

Mr. O’Connor was present and summarized his background to the Board.

As per the recommendation by Chief Lape, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to hire Joshua O'Conner as a part-time police officer of West Deer Township with the condition he successfully completes all requirements to receive his certification number. Motion carried unanimously 5-0.

Mr. McMahill was present and summarized his background to the Board.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine to hire Jay McMahill as a part-time police officer of West Deer Township with the condition he successfully completes all requirements to receive his certification number. Motion carried unanimously 5-0.

### **SALE OF POLICE VEHICLE**

The Township advertised for the sale of the 2011 Ford Crown Victoria Police Interceptor – As Is Condition. Sealed bids were received and opened at 2:00 p.m. on 15 June 2017.

The following four bids were received:

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Chicago Motors, Inc.	\$1,607.00
2) Grace Quality Used Cars, Inc.	\$1,428.00
3) Yousef Dabbagh	\$1,268.00
4) Bayridge Motors, Inc.	\$1,555.00

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to authorize the sale of the 2011 Ford Crown Victoria Police Interceptor, as is condition to Chicago Motors, Inc., in the amount of \$1,607.00. Motion carried unanimously 5-0.

### **RESOLUTION NO. 2017-8: DUI GRANT**

The Board received a copy of Resolution No. 2017-8 authorizing the Township Manager, Daniel Mator, to sign the DUI Grant on behalf of West Deer Township.

Chief Lape pointed out that it's the sixth year the Township will be applying for the grant and explained the process in submitting the \$50,000.00 grant.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Florentine to adopt Resolution No. 2017-8. Motion carried unanimously 5-0.

### **2017 SALVAGE YARD LICENSE: CATANESE BROTHERS SALVAGE**

- Property is located at 663 Little Deer Creek Valley Road, Russellton, PA 15076

At the January 18, 2017 meeting, the Board approved the following motion unanimously 7-0:

**To approve the Catanese Brothers application for the 2017 Salvage Yard License conditional upon meeting all requirements of the ordinance and given sixty days to comply.**

And at the April 19<sup>th</sup> meeting, the Board approved an additional 30-day extension.

Mr. Payne commented on the Catanese Brothers status indicating two vehicles and debris still remain on the site.

After some discussion, Mr. Payne pointed out his main concern is the debris by the creek and recommended approval upon the condition that they clean up the debris and only then will he issue the license.

At this time, Ms. Annie Catanese suggested there be communication between both sides of the parties involved.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to approve the Catanese Brothers Salvage application for the 2017 Salvage Yard License contingent upon correcting the deficiencies Mr. Payne pointed out. Motion carried unanimously 5-0.

### **VACANCIES: PLANNING COMMISSION MEMBERS**

The Township advertised for two vacancies on the Planning Commission. The following residents applied for the vacancies and the Board received a copy of their *Letters of Interest*:

- Suzanne L. Garlena
- Alan M. Banks

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to appoint Suzanne L. Garlena as a member of the Planning Commission to fill the vacancy of Ted Gall whose term expires 31 December 2018. Motion carried unanimously 5-0.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to appoint Alan Banks as a member of the Planning Commission to fill the vacancy of Adam Woods whose term expires 31 December 2018. Motion carried unanimously 5-0.

### **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 – EMS Oversight Committee
- 4) Mr. Guerre – North Hills COG Report

### **OLD BUSINESS**

- None

### **NEW BUSINESS**

- Supervisor Guerre announced the Deer Lakes School Board honored the D.A.R.E. officers at their meeting: Officer Gizienski, Officer Loper, and Officer Shurina

### **SET AGENDA: REGULAR BUSINESS MEETING**

19 July 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. Purchase: iPads
14. Purchase: Board iPad Application
15. Advertisement: Act 172 (Firefighter EIT Credit) Ordinance
16. Authorization: Invitation to East Deer and Frazer (Joint “Community Building”)
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda/July 19, 2017
21. Comments from the Public
22. Adjournment

**COMMENTS FROM THE PUBLIC**

- Mr. Chris Galbraith, 4 Shady Lane, questioned and commented on the status of Starling Hall (Forbes Barn) on Deer Creek Road.

**ADJOURNMENT**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to adjourn the meeting at 7:35 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager