

West Deer Township
Board of Supervisors
19 July 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.

Vice Chairman DiSanti opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

No Executive Session was held.

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.

- Mr. Joe Wisniewski, Deer Creek Road
 - Mr. Wisniewski questioned if the residents on Deer Creek Road would be able to comment on the Starling Hall Site Plan/Barn during Public Comment or during the time it comes up on the agenda. After some discussion, the Board agreed to receive comments from the residents when the agenda item arises.

ACCEPT MINUTES

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to accept the minutes of the 21 June 2017 meeting as presented. Motion carried unanimously 6-0.

APPOINTED AUDITOR'S REPORT

The Township Auditor, Mr. Mark Turnley, CPA, was present to answer any questions the Board may have had on the Financial Statements/Audit Report he provided to the Township.

Supervisor Vaerewyck – as he has done in previous years – commented on and questioned the portion of Mr. Turnley's report which states:

In my opinion, because of the significance of the matter described in the “Basis for Adverse Opinion on Governmental Activities” paragraph, the statement of net position and statement of activities referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the governmental activities of the Township of West Deer as of December 31, 2016, and the changes in financial position thereof for the year then ended.

Mr. Turnley explained the Township’s “modified accrual” basis of accounting, and again explained that the aforementioned statement is boilerplate language that any of his clients receives if they do not use the “full accrual” basis of accounting. He added that West Deer is not required to use full accrual, but that method is recommended by the Government Accounting Standards Board. Mr. Turnley mentioned that full accrual is more detailed, but that there is a significant additional cost to switch to that method in the form of implementation and staffing requirements, and that other municipalities who have switched to full accrual have switched back due to the great cost involved.

Vice Chairman DiSanti thanked Mr. Turnley and stated that he felt the reports the Board receives are sufficient. He added that he did not feel the increased details are worth the additional investment.

Dr. DiSanti then asked Mr. Turnley if the State reviewed Mr. Turnley’s audit. Mr. Turnley stated they did.

Mr. Mator asked Mr. Turnley – as the Township’s appointed auditor since around 2003 – if the Department of Community and Economic Development’s audit review ever revealed any impropriety. Mr. Turnley answered that no impropriety was ever reported during his tenure.

Additional discussion took place, and a copy of the 2016 Auditor’s Report is on file at the Township office.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER **FINANCE OFFICER'S REPORT** **30 June 2017**

I - GENERAL FUND:

	<u>June</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	\$397,895.63	\$3,901,531.66	63.71%
Expenditures	\$1,153,128.46	\$2,668,851.30	43.58%

Cash and Cash Equivalents:

Sweep Account		<u>\$1,465,353.42</u>	<u>\$1,465,353.42</u>
---------------	--	-----------------------	------------------------------

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted		\$28,930.33	
----------------------------	--	-------------	--

Fire Tax Fund:

Sweep Account - Restricted		\$107,819.45	
----------------------------	--	--------------	--

State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>\$221,816.95</u>	
----------------------------	--	---------------------	--

\$358,566.73

Investments:

Operating Reserve Fund:

Sweep Account - Reserved \$704,507.26

Capital Reserve Fund:

Sweep Account - Reserved \$346,287.44

\$1,050,794.70

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

\$0.00

\$0.00

TOTAL CASH BALANCE 6/30/17

\$2,874,714.85

Interest Earned June 2017

\$250.77

	<u>6/1/2017</u>	<u>June</u>	<u>6/30/2017</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$262,444.40	\$2,607.94	\$260,374.11

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

LIST OF BILLS

Allegiance Technology Partners.....	3370.59
Best Wholesale Tire Co, Inc.....	433.28
Beth's Barricades	1518.00
Culverts, Inc.	5360.00
Griffith, McCague & Wallace, PC	1330.00
Hei-Way, LLC.....	401.51
Industrial Networking Solutions.....	4185.71
Jordan Tax Services, Inc.....	1280.39
Kress Tire	989.08
Krigger & Co.....	43.86
Mark C. Turnley	1000.00
Martino, Inc.	19692.00
North Eastern Uniforms & Equip, Inc	1076.96
North Hills COG SRT Vehicle Maintenance	1200.00
Office Depot	193.90
Shoup Engineering Inc.	5227.75
Staley Communications.....	3982.05
Toshiba Financial Services.....	606.17
Tristani Brothers, Inc.....	4482.32
Walsh Equipment	13252.55
Wine Concrete Products, Inc.....	2986.80

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 22 June 2017 to 19 July 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 2016 and 2017:

2016 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Paholich, Robert M. / Barbara C.	1838-G-153	\$268.34

2017 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Allaman, Donald P. / Janet R.	1834-K-57	\$25.78
Porreca, Jack A. / Judith C.	2011-E-85-1136	\$97.58

MOTION BY Supervisor Romig and SECONDED BY Supervisor Hollibaugh to issue the tax refund 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 June 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 June 2017. A copy of the report is on file at the Township. Questions/comments followed.

PARKS AND RECREATION BOARD REPORT

No Report – Mrs. Beverly Jordan, Chairwoman, was not present.

An announcement was made for the dates of Community Days: August 4th and 5th

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
 - All paving by Shields Asphalt Paving and Youngblood Paving is complete except for Benjamin Street, which will occur when the bridge work is complete.

- Benjamin Street Bridge Deck Replacement Project
 - Bridge deck replacement is complete, and Mr. Shoup worked an agreement with Shields Asphalt which would save time and money. He announced paving will be done shortly.
- 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 this month.

Development/Subdivision Reviews

- Starling Hall
 - Reviews of this land development plan were performed and review letters were issued to the Township on 27 April, 22 June, and 13 July 2017.

AUTHORIZATION: CEDAR RIDGE PIPE CCTV AND CLEANING

As part of the 2018 Road and Stormwater Programs, the Public Works Committee met with a contractor to discuss lining certain stormwater pipes in the Cedar Ridge Plan. In order to receive an accurate proposal, the pipes in question need to be cleaned and videoed.

The Board received a copy of the proposal from Insight Pipe Contracting, LLC., and Mr. Shoup explained the proposal and the work to be performed.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to authorize Insight Pipe Contracting, LLC to complete the cleaning and CCTV recording of the Cedar Ridge Roads listed in their proposal at a cost of \$11,361.86. Motion carried unanimously 6-0.

At this time, Supervisor Vaerewyck questioned if the Township could have the same thing done – as part of this agreement – to the area of Russellton which floods. Some discussion was held, but Mr. Mator pointed out that the storm line in question was not owned by West Deer Township, but by the Commonwealth.

Dr. DiSanti agreed, and asked how the Township could legally perform work on someone else's line, and whether the owners would be able to force the Township to make future repairs if it fixed the lines now and something happens later. He asked how liable the Township would be in that scenario.

Mr. Vaerewyck responded that if it was a matter of a thousand dollars, he would recommend just having it cleaned as a benefit to the businesses, then say "we thought it was our line" if anyone later questioned it.

Vice Chairman DiSanti stated he understood the issue in Russellton, and that he was sympathetic to the people because of the impact of the flooding there, but that he was unsure whether the Board should address the matter since it was not the Township's line.

After further discussion, the Solicitor was directed to look into whether or not to pursue the cleaning of the State pipes.

SITE PLAN APPROVAL: STARLING HALL

The Planning Commission approved the Starling Hall Site Plan at their 22 June 2017 meeting.

Property Location: 997 Deer Creek Road, Gibsonia, PA 15044
Zoning District: R – Rural District

The site plan converts the existing barn into a place of assembly for wedding events and other gatherings.

The Planning Commission recommended approval with the following conditions:

1. Create a 48 inch height mounding on the northern line.
2. Provide a mixture of three (3) different species of trees.
3. Provide a minimum of 21 evergreens (at least 3 different species) interspersed between the trees on the northern and western border.
4. Satisfying the outstanding issues of Shoup Engineering review letter dated 22 June 2017.

The Board received the review letter from Shoup Engineering dated 13 July 2017 that the following comments should be considered:

1. A Stormwater Management operation and Maintenance Agreement must be entered into with the Township.
2. Pennsylvania Department of Transportation Highway Occupancy Permits will be required for the site driveways and stormwater system.
3. An NPDES Permit must be secured from the Allegheny County Conservation District prior to the initiation of any earthmoving activity.

PUBLIC COMMENTS BY RESIDENTS:

- Mr. Joe Wisniewski, Deer Creek Road – questioned the limited amplification, the outdoor patio area, and the location of dumpsters.
- Mr. Chris Galbraith, Shady Lane – commented on the parking lot/dust free parking lot, site plan, State road/retention pond run-off on properties, and lighting. Mr. Galbraith also pointed out the owner’s residence is blocked and will see nothing from their residence and when the plan began, it was off-site parking and now it is on-site parking. Mr. Galbraith also indicated he has a private lane and feels everyone will turn around in it.
- Mr. John Lambert, Middle Road Extension – commented on a traffic study and feels the speed limits on both Deer Creek Road and Middle Road Extension are way too high.
- Mrs. Christine Galbraith, Shady Lane – commented she has spent her lifetime living on the farm/rural area and asked when the Board makes their provisions, to consider the lifetime members on Deer Creek Road who went from Rural to Commercial with a large parking lot right in the middle of it.

Supervisor Vaerewyck commented as to why he has been in favor of this project from the beginning.

Mr. Shoup commented on the site plan.

Mr. John Schleicher, Gibson Thomas Engineers, was present and addressed the concerns of the residents: Signs posted, increased size of retention pond, mounding and landscaping/increased mounding and evergreen trees added, lighting/lamp posts, paving/gravel, and addressed all of the Planning Commission recommendations. Explained the front landscaping that defines the slope, amplified music, entrance signing and lighting.

Supervisor Guerre pointed out in the nineties, the Board waited until all of the conditions were made before even hearing plans, let alone approving them. Mr. Happel explained there are legal time constraints.

Mr. Happel asked Mr. Schleicher to address additional issues and Mr. Schleicher addressed and explained the issues.

Mr. Payne and Mr. Shoup answered questions from Mr. Happel in regard to lighting, on-site parking and the dust free gravel.

Mr. Schleicher commented on the permits that are still required before any permits are issued:

- A Stormwater Management Operation and Maintenance Agreement must be entered into with the Township – Will be executed after the Stormwater Plan – Needs to be approved first.
- Pennsylvania Department of Transportation Highway Occupancy Permits will be required for the site driveways and stormwater system – Applied.
- An NPDES Permit must be secured from the Allegheny County Conservation District prior to the initiation of any earthmoving activity – Applied.

Mr. Schleicher also pointed out the DEP Planning Module permit has been approved.

Mr. Happel asked Mr. Payne and Mr. Shoup if there are any Township ordinances or Land Development ordinances that are not in compliance by the applicant at this time. Mr. Payne indicated everything seems to be in compliance, and Mr. Shoup indicated he was not aware of any problems.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to approve the Starling Hall Site Plan as per the Planning Commission's recommendation and items listed in Shoup Engineering review letter dated 13 July 2017. A roll call vote was taken. Members voting yes, Mrs. Hollibaugh, Mrs. Romig, Mr. Florentine, Mr. Vaerewyck, and Dr. DiSanti. Member voting no, Mr. Guerre. Motion carried, 5 – yes and 1 – no.

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

- At this time Supervisor Vaerewyck commented on his concern of a possible new community building for the School District and Municipalities. He stated that he does not feel this idea is necessary and does not feel the taxpayers should pay for a feasibility study. He asked that the idea be “killed.”

Mr. Mator replied that there was a public meeting at the School and explained what was discussed at the meeting. He stated that there are numerous issues to be discussed, but that none of the boards, nor the residents, have the information to even decide whether to move forward with the project, and that was the reason for the proposed study. Mr. Mator added that it is just a concept at this point – everything is preliminary – and the School Board representatives simply would like to extend the offer to East Deer and Frazer townships to participate in the feasibility study. He also mentioned that the School Board representatives were attempting to have the cost of the study donated.

Mr. Mator concluded his statement by saying he personally disagrees with many of the aspects of the project that were brought up at the meeting, but that no one is in a position to come to a decision without first having the information to make such a decision.

Mr. Jack Best was also present at the School Board's meeting, and stated he does not feel it is necessary to spend any monies unless all four bodies agree on it.

Much discussion was held on this issue.

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

16 August 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. Resolution: Police Union Labor Agreement
14. Advertisement: Act 172 (Firefighter EIT Credit) Ordinance
15. Authorization: Invitation to East Deer and Frazer (Joint "Community Building")
16. Purchase: iPads
17. Purchase: Board iPad Application
18. Authorization: Advertisement for Nike Site Backfilling/Landscaping
19. Authorization: Advertisement for Nike Site Pavilion Bids
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda: September 20, 2017
24. Comments from the Public
25. Adjournment

COMMENTS FROM THE PUBLIC

- Mr. Jim Cesnick, Michael Road

- Mr. Cesnick commented on the Catanese Salvage site; junk in the Township; the possibility of having a Public Works report; and encouraged attendance at the Charter Meetings.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to adjourn the meeting at 8:30 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager