

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

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 personnel issues.

REGISTERED COMMENTS FROM THE PUBLIC

- Ms. Maureen McDonough, 542 Benjamin Street, addressed the Board as a follow-up to her driveway concern due to the paving on Benjamin Street. Ms. McDonough summarized her contact with the Township since last month when she attended the meeting.

She said that Mr. Yourish, Public Works Foreman, was in contact with her and explained the Township would like an outside company to make a specialized repair, but it was too late in the season. They would have to wait until spring to do the work.

Mr. Yourish explained the Public Works crew could use a propane torch and melt the asphalt to make driveway smoother. He stated that this would be similar to the process the outside companies would use.

Ms. McDonough expressed her concerns that this is a safety issue, and asked that something be done – even if only temporary – by the Public Works. It was agreed that Mr. Yourish and Mr. Shoup would see what could be done, and that they would repair the driveway if feasible.

Ms. McDonough's Power of Attorney was present and spoke on her behalf. She expressed gratitude to the Board and to the staff for their kindness and attention to the Ms. McDonough's concerns.

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 18 October 2017 meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 October 2017

I - GENERAL FUND:

	<u>October</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	244,462.10	5,214,531.86	85.15%
Expenditures	452,6723.61	4,727,878.05	77.20%

Cash and Cash Equivalents:

Sweep Account	755,805.50	755,805.50
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	7,839.38
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Fire Tax Fund:

Sweep Account - Restricted	103,644.48
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State/Liquid Fuels Fund:

Sweep Account - Restricted	222,395.29
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333,879.15**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	704,617.55
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Capital Reserve Fund:

Sweep Account - Reserved	349,718.61
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1,054,336.16**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 10/31/17****2,144,020.81****Interest Earned October 2017****247.10**

	<u>10/1/2017</u> <u>Debt Balance</u>	<u>October</u> <u>Principal</u> <u>Payment</u>	<u>10/31/2017</u> <u>Debt Balance</u>
Mars National - VFC #3	\$254,625.85	\$2,607.94	\$252,581.27

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer's Report as submitted. Motion carried unanimously 4-0.

ANNOUNCEMENT: STREET LIGHT TAX

Vice Chairman DiSanti commented on the upcoming Budget Workshop in regard to the Street Light Assessment and pointed out the Board is not raising the Street Light Tax as was being rumored on Facebook.

LIST OF BILLS

Best Wholesale Tire Company, Inc.	45.00
Diversified Storage Solutions Inc.	11,062.27
Griffith, McCague & Wallace, PC	1143.32
Hei-Way, LLC	948.04
Highland Tire.....	2284.08
Jordan Tax Service, Inc.	12401.46
Markl Supply	2494.14
Office Depot	142.70
Shoup Engineering, Inc.	8692.75
Staley Communications.....	172.47
Team Force Inc.....	1040.00
The Lane Construction Corporation	1588.52
Walsh Equipment	5849.28
Wine Concrete Products, Inc.	1552.65

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 4-0.

UTILITIES AND PAYROLL

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Romig to pay utilities and payroll from 16 November 2017 to 20 December 2017. Motion carried unanimously 4-0.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of October 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 October 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:

- Last meeting – October 25th
- Trunk or Treat – 161 people
- Haunted House – 1,346 people – Township received \$1,350.00
- Breakfast with Santa – December 10th at Fire Hall No. 1 from 10 am to 1 pm
- Senior Christmas Luncheon – December 20th

- No meetings in November and December.
- Mrs. Jordan announced this will be her last meeting and has served six years on the Parks & Recreation Board. (Mrs. Jordan was elected a Supervisor for the Township and will begin her term in 2018).

ENGINEER'S REPORT

A. NIKE SITE/SENIOR CENTER PARKING LOTS CHANGE ORDER

Mr. Shoup explained the Change Order No. 1 to Martino, Inc., in the amount of \$10,732.15 for the addition of extra work/materials to perform work on the project as follows:

Installation of 4 inch conduit for future electric	\$ 485.35
Asphalt paving of areas north and west of concession/storage building	\$3,415.00
Cap and plug various vents and shafts encountered	\$1,825.79
Demolition of concrete foundations encountered	\$2,439.82
Uncover buried manhole and adjust to grade	\$ 896.77
Retrofit and adjustments to inlets G and F	\$1,669.42

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Romig to approve Change Order No. 1 in the amount of \$10,732.15 to Martino, Inc. Motion carried unanimously 4-0.

Mr. Shoup also provided hand-outs to accompany his Engineer's Report, and explained to the Board the reasons for other cost overruns to the contract.

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:

DEVELOPMENTS/PROJECTS

Shoup Engineering has provided input into the following developments/projects:

- Nike Site/Senior Center Parking Lot Projects – Work on this project is complete. A Change Order is attached for the Township's consideration along with a tabulation of final quantities which will be discussed at the Board meeting.
- AVJSA Act 537 Plan Update – I have 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 \$58,000,000 based on conceptual plans. The Act 537 Plan should be presented to the Township at the beginning of 2018.
- Cedar Ridge Storm Sewers – Insight Pipe has completed the CCTV and cleaning work on this project.
- EMS Building Subdivision – I have met with the Solicitor to review the subdivision required to formally create the parcel of land on which the EMS building sits upon. The subdivision will require a survey and plotting of approximately 17 acres of the School District property. The cost for preparation of the survey subdivision would be \$4,600.00.

Development/Subdivision Reviews:

- None

NOTE: Mr. Shoup also provided the Board with a copy of a proposal in regard to Ms. McDonough's driveway/Benjamin Street from Tough Seal of Pittsburgh. This item will be on next month's agenda.

ADVERTISEMENT: CHARTER COMMISSION ORDINANCE:

The appointed Charter Commission is recommending the Board of Supervisors begin the process of sending their Charter recommendations to the voters for four referendum questions next May. The first step in that process is advertising the Ordinances to be sent to referendum.

The Board received the Charter comparisons, and the ordinances summarizing those changes were distributed to the Board prior to the business meeting.

The Board will consider adoption of the ordinances at their 20 December 2017 meeting.

Mr. Mator explained there were two public forums held at the Township to inform residents of the referendums and indicated that though many people did not attend, the Commission did receive valuable feedback and input from those in attendance. The Board will vote on the advertisement of the ordinances to send to the County to be placed on the ballot.

Mr. Mator explained the process, and summarized the four questions as follow:

- 1) Reducing the number of supervisors from seven members to five members.
- 2) To establish districts within the Township (four districts, with one candidate chosen at large).
- 3) Administrative changes to Article III (gender/grammar changes, and supervisors compensated \$50.00 per month).
- 4) Administrative changes to Article IV (no substantive changes, just modernization).

Mr. Mator pointed out the Charter Commission put in a lot of time, effort, and thought into these questions and thoroughly researched them.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to authorize the advertisement of the Charter Referendum Ordinances No. 419, No. 420, No. 421, and No. 422. Motion carried unanimously 4-0.

AUTHORIZATION: NIKE SITE BACKFILLING/LANDSCAPING

The Township recently paved the parking lots of both the senior center and the ballfields at the Nike Site. Because it is late in the year and safety is a concern, the Township Engineer and Township Manager are recommending the front, senior center portion of the driveway and parking lot (Phase One) be backfilled and landscaped as soon as possible.

Mr. Shoup commented on the project and bid. The Township only received one quote as of today.

<u>Bid received</u>	<u>Total</u>
Hollibaugh Landscaping Excavation	\$18,500.00

Mr. John Hollibaugh was present and commented on the work to be done.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to award the First Phase of the Nike Site Backfilling/Landscaping to Hollibaugh Landscaping Excavation at a cost not to exceed \$18,500.00 as per the Township Engineer's specifications. A roll call vote was taken. Members voting yes, Mr. Guerre, Mrs. Romig, and Dr. DiSanti. Member abstaining, Mrs. Hollibaugh. Motion carried 3 – yes, 0 – no, and 1 abstention.

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 Friday, 27 October 2017.

<u>BIDDERS</u>	<u>TOTAL</u>
1) Holbein, Inc.	\$ 81,887.00
2) Martino, Inc.	\$107,100.00
3) W.G. Land Company, LLC	No Bid

Mr. Shoup explained the bids and the project. The Board received the scope of the project and the location as to where the trail will be located (ca. 2,100 feet).

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to award the bid to Holbein, Inc., in the amount of \$81,887.00 to construct the ADA Accessible Walking Trails at the Nike Site Park. Motion carried unanimously 4-0.

AUTHORIZATION: SALE OF PUBLIC WORKS PICKUP TRUCK

The Township advertised for the sale of the 2007 GMC 2500 HD pickup truck with 4x4 plow & tool box, inspection: July 2018, approximately 110,500 miles – as is condition.

Sealed bids were received and opened at 2:00 p.m. on 9 November 2017.

The following sealed bids were received:

<u>BIDDERS</u>	<u>TOTAL</u>
1) George Hollibaugh	\$5,651.00
2) Frank C. Tanner	\$2,850.00
3) Randy Nelson	\$2,505.00
4) Dan Loughlin	\$2,345.67
5) Kim Gaudino	\$2,310.00
6) Brennan McGowan	\$2,017.00

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to authorize the sale of the 2007 GMC HD pickup truck as-is-condition, to George Hollibaugh in the amount of \$5,651.00. A roll call vote was taken. Members voting yes, Mr. Guerre, Mrs. Romig, and Dr. DiSanti. Member abstaining, Mrs. Hollibaugh. Motion carried 3 – yes, 0 – no, and 1 abstention.

ADOPTION: RESOLUTION NO. 2017-10 (VOLUNTEER SERVICE CREDIT PROGRAM)

Last month the Board adopted Ordinance 418 – establishing a Volunteer Service Credit Program for volunteer members of volunteer fire companies.

As per the Ordinance, the Board will establish the annual criteria that a volunteer must meet to be certified by the following resolution:

RESOLUTION NO. 2017-10

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY AND
COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE ANNUAL CRITERIA THAT A
VOLUNTEER MUST MEET TO BE CERTIFIED UNDER THE WEST DEER TOWNSHIP VOLUNTEER
SERVICE CREDIT PROGRAM.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Romig to adopt Resolution No. 2017-10 establishing the annual criteria that a volunteer must meet to be certified under the West Deer Township Volunteer Service Credit Program. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2017-11 (SUPPLEMENTAL WINTER MAINTENANCE AGREEMENT)

The Township received the Supplemental Winter Maintenance Agreement from PennDOT to include the roadway from Little Deer Creek Road to the Frazer Township line on Russellton Airport Road as a service the Township will provide in return for compensation.

RESOLUTION NO. 2017-11

RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN THE
SUPPLEMENTAL WINTER MAINTENANCE AGREEMENT – NOW INCLUDING LITTLE DEER CREEK
ROAD TO THE FRAZER TOWNSHIP LINE ON RUSSELLTON AIRPORT ROAD – WITH THE
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION.

Dr. DiSanti explained his concerns and also the concerns of residents/people in regard to the need to take over the winter maintenance of the road for safety issues.

Mr. Yourish, Public Works Foreman, was present and stated he did not agree with taking over the road. He said he felt the Township needs more guys and more trucks before more roads are added. Mr. Yourish pointed out the State is hiring 480 more state workers for winter maintenance, and commented that it is a big hill and a big problem.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2017-11 authorizing the Chairman of the Board of Supervisors to sign the Supplemental Winter Maintenance Agreement with the Pennsylvania Department of Transportation. A roll call vote was taken. Members voting yes, Mr. Guerre, Mrs. Hollibaugh, and Dr. DiSanti. Member voting no, Mrs. Romig. Motion carried, 3 – yes and 1 – no.

RESIGNATION: PART TIME POLICE OFFICER

The Board is in receipt of the resignation letter dated 6 November 2017 from Officer Dean Krakowiak as a part time police officer. Officer Krakowiak's last day of employment will be 30 November 2017. A thank you letter will be sent after his retirement date.

MOTION BY Supervisor Romig and SECONDED BY Supervisor Hollibaugh to accept the resignation of Officer Dean Krakowiak as a part time police officer for West Deer Township effective 30 November 2017 and wish him the best of luck. Motion carried unanimously 4-0.

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 – ABSENT -EMS Oversight Committee
- 4) Mr. Guerre – North Hills COG Report (meeting will be tomorrow evening).

OLD BUSINESS

- None

NEW BUSINESS

- Supervisor DiSanti indicated that Chairman Fleming asked the Township Manager to poll the other members of the Board to respond to whether or not they could confirm or deny a portion of a statement Supervisor Vaerewyck posted on Facebook. Vice Chair DiSanti asked Mr. Mator to read the 18 October 2017 statement to the public. Mr. Mator read:

I've proposed putting the meeting on Facebook Live or another Live media service. I also think the Township should have a Facebook and Twitter accounts to get info out and comments back. Those proposals have been flatly rejected. One Supervisor proposed doing more work in Executive Session so that we can get more things done and not to deal with the public.

Mr. Mator pointed out all six of the other members of the Board stated they never said – nor heard another supervisor say – that the Board should do “more work in executive session so that we can get more things done and not to deal with the public.”

Dr. DiSanti expressed a great deal of consternation that a supervisor would create a false, negative image of the Board, and called it out as being “bad politics.” He added that he felt supervisors should not be doing that to the public.

- Supervisor Guerre congratulated the new supervisors-elect on their campaign. They did a good job and deserved to win.

Dr. DiSanti told Mr. Guerre that everyone will miss him being on the Board.

SET AGENDA: REGULAR BUSINESS MEETING

20 December 2017

6:00 p.m. – Executive Session

6:30 p.m. – 2018 Budget/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. 2018 Final Budget
 - Resolution: Adoption of 2018 Budget
8. Accept Minutes
9. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities & Payroll
 - D. Tax Refunds
10. Police Chief's Report
11. Building Inspector/Code Enforcement Officer's Report
12. Report from the Parks & Recreation Board
13. Engineer's Report
14. Adoption: Ordinance No. 419/Charter Commission
15. Adoption: Resolution No. 2017-13 (Secretarial Union Agreement)
16. Adoption: Resolution No. 2017-14 (Police Union Agreement)
17. Hire: Public Works Laborer
18. Committee Reports
19. Old Business

20. New Business
21. Set Agenda: Reorganization Meeting/January 2, 2018 at 8 p.m.
22. Comments from the Public
23. Adjournment

Items Added:

- *Cedar Ridge Storm Water
- *Benjamin Street Driveway Sealing
- *Approval of the Firefighter Rosters

COMMENTS FROM THE PUBLIC

- Mr. Scott Woloszyk, Shuster Road
 - Thanked the outgoing supervisors for their diligence and hard work over the years, especially Mr. Guerre.
 - Questioned the referendum questions in regard to the number of supervisors. Mr. Mator explained the different scenarios of how the numbers of supervisors and the districting would work. He also added that the Township would be getting out detailed information to the residents before the election took place.
- Mr. Josh Wiegand, 165 Squirrel Hollow Road
 - Thanked the Supervisors for passing the Firemen's EIT Credit Program, and commented on the members at Fire Company No. 3 being qualified for the program. Total qualified is fifty, and thirty-six of those are in West Deer.
 - Questioned if the referendum changes the number of supervisors from seven to five, and Supervisors are absent, will they still be able to hold a meeting. Mr. Mator explained that three members would then be needed to establish a quorum and hold a meeting if the number of supervisors was reduced to five.
 - Questioned the process of handling vacancies, and what would happen if no one would run from a district. Mr. Mator explained how vacancies are filled – both in the existing Charter and the new draft Charter (same process) – and explained that the likelihood of not having candidates run is actually lower than the current system because of the current feelings that candidates do not have a chance outside of their part of the Township. He added that this would also be explained in greater detail.
- Mr. Earl Fish, 6 Aber Road
 - Commented on the Winter Maintenance of Creighton Russellton Road and on the road condition of Mountainview Road.

NOTATION: Vice Chairman DiSanti announced the 2018 Public Budget Workshop Meeting will follow the Regular Meeting.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to adjourn the meeting at 7:55 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager