

West Deer Township
Board of Supervisors
18 November 2020
7:00 p.m.

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Shirley Hollibaugh, Vice Chair; Brandon Forbes; Beverly Jordan; and Jennifer Mann. Also present were: Daniel Mator, Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi reminded everyone that the Budget Workshop Meeting was being held immediately following the Regular Business Meeting.
- Mr. Karpuzi welcomed Dr. Mann to her first meeting.
- Chairman Karpuzi pointed out that in three years the Board had not increased real estate taxes, and has had the ability to allocate more funding to the road program, community development, police department and other areas of the Township.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 21 October 2020 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 October 2020

I - GENERAL FUND:

	<u>October</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	225,888.70	5,309,323.25	81.93%
Expenditures	373,880.94	4,627,277.42	71.41%

Cash and Cash Equivalents:

Sweep Account		<u>905,464.14</u>	
			<u>905,464.14</u>

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

Sweep Account - Restricted		52,762.54	
----------------------------	--	-----------	--

Fire Tax Fund:

Sweep Account - Restricted		59,853.71	
----------------------------	--	-----------	--

State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>148,435.31</u>	
----------------------------	--	-------------------	--

261,051.56**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		630,368.10	
--------------------------	--	------------	--

Capital Reserve Fund:

Sweep Account - Reserved		<u>1,476,762.59</u>	
--------------------------	--	---------------------	--

2,107,130.69**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.00**0.00****TOTAL CASH BALANCE 10/31/20****3,273,646.39****Interest Earned October 2020****8,974.07**

	<u>10/1/2020</u>	<u>October</u>	<u>10/31/2020</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$132,253.21	\$2,607.94	\$129,986.99
NexTier Bank VFC #2	\$412,005.21	\$2,680.96	\$410,611.07

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

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

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

OCTOBER LIST OF BILLS

Air-Vac Inc.....	3600.00
Amerikohl Aggregates Inc.....	2590.27
Amerikohl Transport Inc.....	1145.18
Bearcom.....	194.97
Best Wholesale Tire Co. Inc.....	900.95
Culverts, Inc.....	2250.00
Hei-Way, LLC.....	151.59
Jordan Tax Service Inc.....	919.06
Kress Tire.....	3379.84
Northeast Paving.....	2295.38
Office Depot.....	925.30
Shoup Engineering..	2026.50
Stephenson Equipment Inc.....	271.36
Toshiba Financial Services.....	494.11
Tristani Brothers, Inc.....	1834.34
Tucker/Arensberg Attorneys.....	2988.20

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan 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 Jon Lape was present and provided a summary report on the Police Department for the month of October 2020. A copy of the report is on file at the Township municipal building.

Mr. Forbes questioned if the DUI Task Force Meeting resulted in the three new DUI arrests for the month of November.

Chief Lape explained that the purpose of the DUI Task Force meeting was to start the process of new grants for next year. He stated that the three DUI arrests were due to bars and restaurants opening after being closed due to the pandemic, and to expect an increase in the numbers from the summer months.

Chief Lape reported that the Municipal Building had been sanitized again, and – going forward – it will be every ninety days until the pandemic is over. He stated he reminded the first responders to be more careful while they are out on calls since there had been a rise in COVID cases in the Township.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of October 2020. A copy of the report is on file at the Township municipal building.

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:

October Development/Projects

- Bairdford Park – GEDF Grant – B-1 Ballfield Project
 - Mr. Shoup stated that the project was awarded to Santamaria Landscape & Cement Contractors, Inc., and that the contractor had completed the work.

October Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Leo’s Landscaping
 - Reviews of this land development plan were performed, and the latest review letter was issued on 15 October 2020.
 - McIntyre Heights
 - Reviews of this final PRD plan were performed, and the latest review letter was issued on 21 September 2020.

Mr. Shoup mentioned B-1 Ballfield had been completed, and anticipated the payment to be sent to the contractor soon.

Mrs. Jordan asked if this project will alleviate the water flooding issue. Mr. Shoup answered that this project was primarily to clean up the area, but should have created another way for the water to drain.

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 2020. A copy of the report is on file at the Township municipal building.

Mr. Payne announced a Zoning Hearing Board Meeting via zoom will be held in December to discuss a side yard variance request in Russellton.

CDC STEERING COMMITTEE REPORT

Mr. Majernik introduced himself and spoke on his background. He reported a kickoff meeting that was held in September, where he was elected Chair. Mr. Majernik mentioned he had connected with a few small businesses in West Deer Township and thanked the Board for their support.

The Board thanked Mr. Majernik for his time.

AUTHORIZATION: APPROVAL OF LEO’S LANDSCAPING DEVELOPMENT PLAN

The applicant is requesting a conditional use in a Conditional Use in a Special Use Development (SU) Zoning district.

Applicant:	Leo Landscaping – Joseph Leo
Location:	Gibsonia Road (State Route 910), 4.7 acres (.92 acres for construction)
Zoning district:	SU – Special Use
Request:	To construct a new building and contractor storage yard for his landscaping business

The Planning Commission voted to recommend approval of the Leo’s Landscaping Development Plan contingent upon:

1. Obtaining all Township required permits per Township standards.

2. Successfully addressing all recommendations of the Township engineer in his review dated 23 September 2020.

The Township engineer's review letters dated 23 September 2020 and 15 October 2020 were attached.

Mr. Karpuzi requested that this motion be tabled and asked Mr. Shoup to report on this plan.

Mr. Shoup summarized the latest review of the plan.

Mr. Payne mentioned that he spoke to Mr. Leo, and that he said he would work with the Township to iron out some details to be more compliant with the architectural standards.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Mann to table the final approval the Leo's Landscaping Development Plan conditioned upon the successful completion of the recommendations made by the Planning Commission and Township engineer. Motion carried unanimously 5-0.

AUTHORIZATION: APPROVAL OF MCINTYRE HEIGHTS LAND DEVELOPMENT PLAN

The applicant is seeking approval for a Land Development Plan consisting of sixty-three total homes. The Plan consists of thirty-one detached single-family homes, thirty-two attached duplex units, and a picnic pavilion area for the residents of the development. The proposed location lies between Saddlebrook Road – A housing development consisting of quadraplex units – and shadow court that is a development consisting of single-family homes. Conditional Use approval was previously granted at the 15 April 2020 regular business meeting.

Applicant: Richland Holdings LLC
Location: 125 McIntyre Road (1666-S-249)
and unaddressed parcel (1666-S-160)
approximately 39 acres
Zoning District: R2-Semi Suburban Residential
Request: To develop a PRD Housing Community of 63 single family homes.

The Planning Commission voted to recommend approval of the McIntyre Heights Land Development Plan contingent upon:

1. Successfully addressing all recommendations of the Township Engineer in his review dated August 21, 2020.
2. Off street parking and islands to be maintained by the HOA.
3. Extend the right of way to Hadley Court for future connection.
4. Access for equipment and maintenance to the stormwater ponds must be shown with easements provided and the slope is not to exceed 15% and they shall not be located within the perimeter buffer.
5. Provide a variety of street trees to be included in the developer's agreement.

The Township Engineer's review letters dated September 21, 2020.

Mr. Shoup reported he reviewed the revised plans and he did not feel comfortable recommending to the Board for approval. He stated that final engineering issues need to be finalized.

Mrs. Jordan questioned if the traffic report study for this plan would be accurate due to a decrease in traffic because of COVID.

Mr. Shoup felt it was addressed in their report and with this location it will not be greatly impacted.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Forbes to table the final approval the McIntyre Heights Development Plan conditioned upon the successful completion of the recommendations made by the Planning Commission and Township Engineer. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT OF THE DEMOLITION OF 3-5 OAK STREET

The Board received information and photographs of the structure located at 494 Bairdford Road.

Lot/Block#: 1361-S-365
Owner: Arlene D. Palmer

Mr. Payne inspected the property and determined – pursuant to Township Ordinance 172 – that the structure is in a dangerous condition, and that it constitutes a public nuisance. Specifically, the house is in violation of the International Building Code and Article VI of Allegheny Health Department rules and regulations. Mr. Payne explained the steps that were taken to deem this home condemned.

Mrs. Jordan asked if the Township was responsible for paying for the demolition of the home and if so, who then owns the lot.

Mr. Robb thanked Mr. Payne for working with the resident and getting the owners' permission to demo the home. He stated the property is still owned by the resident, but that it will have a lien place on it for the demolition. Mr. Robb explained that the Township will get reimbursed upon the sale of the property.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the Township Manager to advertise and solicit bids for the demolition of the structure located at 3-5 Oak Street. Motion carried unanimously 5-0.

DISCUSSION: NIKE SITE RESTROOM USAGE

Mrs. Jordan stressed she was reluctant to leave bathrooms open during the winter months for fear of pipes freezing with no heat, and also because there are no cameras to protect them from being possibly vandalized. She recommended the bathrooms be winterized and next year – once the renovations have been completed – to discuss the possibility of leaving them open.

Mr. Shoup pointed out the renovation plans of the restrooms were to originally add heat to just the stalls, but that after further investigating, the whole building would need to be heated.

All agreed to winterize the restrooms.

OLD BUSINESS

- Mr. Karpuzi acknowledged an error with the October minutes motion and requested another motion to correct it.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the October 21, 2020 minutes. Motion carried unanimously 5-0.

- Mr. Forbes informed the Board and public that Allegheny County Department of Health has issued a home advisory warning and spoke on the approach to COVID-19. He requested a RFP Pension Management update from Mr. Mator.

Mr. Mator reported that the Township's actuarial representative, Sue Trout, was in the process of putting together documents tailored to West Deer Township, and which should be completed by mid-December.

Further discussion was held.

- Mrs. Jordan requested an update from Mr. Mator on the youth organizations leases.

Mr. Mator reported that the leases were sent out a month or two ago, and received responses from Deer Lakes Youth Softball and Deer Lakes Youth Baseball. He stated at the time of the meeting there was no response from the other organizations.

Mr. Mator then explained the steps that are to be taken once the responses have been received from all the youth associations.

Mrs. Jordan requested an email reminder being sent out to the others. She proposed putting these leases on the December agenda.

Mr. Karpuzi and Mrs. Hollibaugh agreed.

- Mr. Karpuzi asked Mr. Mator if he had an update from Mr. Cohen, representative of Cohen Associates.

Mr. Mator reported reaching out multiple times to Mr. Cohen but had not been able to reach him. He stated that Mr. Cohen is normally very responsive and reliable, and is most likely tied up on other business this time of year. He said he would continue trying to contact him.

Mrs. Jordan asked if the discussion was in regard to cellular and internet service. Mr. Mator answered in the affirmative.

Dr. Mann pointed out that there are children that have no internet, and yet require it to continue their education. She stated that the Township should not want an education gap because of finances if it can be helped.

Mr. Mator stressed that this project would not change the speed of the service; it would just increase coverage for the Township.

More discussion was held.

- Mr. Robb reminded the Board of the approved Noise Ordinance and the possible exemption of one liquor license establishment (Deer Lakes Bowl) from the Liquor Code Rules, which state that the business is not permitted any amplified music over the property line. He requested that the Board move forward with drafting the resolution next month, as well as the filing of the petition with the Liquor Control Board. He added that this would in turn result in a Public Hearing.

Mr. Forbes suggested moving forward, but only for this establishment.

Mrs. Jordan questioned – if another establishment wanted to challenge the Liquor Control Board rules – if they would have to go through the same procedure again.

Mr. Robb advised that it would be a case-by-case basis.

More discussion was held.

NEW BUSINESS

Mr. Karpuzi informed the Board that the President of Deer Lakes Youth Baseball, Jay Fraser, reached out to Mr. Mator and two of the Board members about some potential improvements to the ballfield. He asked Mr. Fraser to speak on it.

Mr. Fraser shared an estimate from Ford Fencing to repair and replace the fencing at ballfields in Bairdford Park, and provided photos of some of the problem areas. He requested that the Board approve sharing half of the responsibility, which would cost the Township a total of \$5,500.00.

Mrs. Jordan voiced that the latest proposal was brought to the Township hours earlier, and that the Board needed more time to understand it before making a decision. She advised Mr. Fraser to bring this up to the Committee first so that they can better formulate a recommendation to the full Board for formal approval.

More discussion was held.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Forbes to adjourn the meeting at 8:12 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager