

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Shirley Hollibaugh, Vice Chair; Brandon Forbes; Beverly Jordan; and Dr. 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.

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

2021 FINAL BUDGET

The Real Estate Tax millage will remain at 2.99 mils for the 2021 Tax Year.

GENERAL FUND BUDGET

Revenues: \$ 7,166,529.14
Expenditures: \$ 7,166,529.14

STREET LIGHTING FUND BUDGET

Revenues: \$ 91,314.00
Expenditures: \$ 75,865.70

FIRE TAX FUND BUDGET

Revenues: \$ 198,000.00
Expenditures: \$ 198,000.00

CAPITAL RESERVE FUND BUDGET

Revenues: \$ 20,000.00
Expenditures: \$ 301,500.00

LIQUID FUELS FUND BUDGET

Revenues: \$ 401,184.22
Expenditures: \$ 510,000.00

OPERATING RESERVE FUND BUDGET

Revenues: \$ 1,000.00
Expenditures: \$ 777,111.11

RESOLUTION NO. 2020-16
A RESOLUTION ADOPTING THE 2021 BUDGET OF
THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

Mr. Karpuzi stated that he was proud of the 2021 Budget, and was excited to move into the New Year.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-16 – the 2021 Budget. Motion carried unanimously 5-0.

CHAIRMAN'S REMARKS

- Chairman Karpuzi pointed out that the year 2020 had been unique and challenging. He outlined the Boards' highlights for the year.
- Chairman Karpuzi commented that he is looking forward to the new year.

ACCEPT MINUTES

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to accept the minutes of the 18 November 2020 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 November 2020

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	757,078.20	6,066,401.45	93.61%
Expenditures	409,195.92	5,036,473.34	77.72%
 Cash and Cash Equivalents:			
Sweep Account		1,299,610.58	1,299,610.58

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted 48,329.92

Fire Tax Fund:

Sweep Account - Restricted 56,994.31

State/Liquid Fuels Fund:

Sweep Account - Restricted 148,436.55

253,760.78

Investments:

Operating Reserve Fund:

Sweep Account - Reserved 630,384.12

Capital Reserve Fund:

Sweep Account - Reserved

1,476,763.33
2,107,147.45

**III - CAPITAL PROJECT FUNDS:
Cash and Cash Equivalents:**

0.00
0.00

TOTAL CASH BALANCE 11/31/20

3,660,518.81

Interest Earned November 2020

40.55

	11/1/2020 Debt Balance	November Principal Payment	11/30/2020 Debt Balance
Mars National - VFC #3	\$129,986.99	\$2,607.94	\$127,687.57
NexTier Bank VFC #2	\$410,611.07	\$2,680.96	\$409,255.45

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.

NOVEMBER LIST OF BILLS

Bearcom.....	2241.87
Best Wholesale Tire Co. Inc.....	525.80
Jordan Tax Service, Inc.....	8753.37
Kress Tire.....	3893.72
MRM Workers’ Comp Fund.....	20145.00
Office Depot.....	75.26
Shoup Engineering Inc.....	9002.50
Toshiba Financial Services.....	648.35
Tucker/Arensberg Attorneys.....	2685.50

MOTION BY Supervisor Forbes 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 5-0.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of November 2020. Copies of the report are on file at the Township Building.

Mr. Karpuzi mentioned Chief Lape’s 2020 Christmas toy drive, and expressed how astonished he was by the amount of toys that were donated.

Chief Lape reported that there were ninety-six children (from forty-five families) who received gifts this year, and the toy drive received the greatest contribution of monetary donations since the start of the program. He added that in addition to the gifts given to the families, they also received a \$50 gift card to Shop-N-Save and a \$45 shoe voucher for each child.

Chief Lape expressed his sincere thanks to all the volunteers who helped with the toy drive, as well as everyone who donated. Mr. Karpuzi concurred.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of November 2020. Copies of the report are on file at the Township 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 details of his formal report:

Projects

- None

November 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 19 November 2020.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of November 2020. Copies of the report are on file at the Township Building.

CDC STEERING COMMITTEE REPORT

Mr. Majernik reported that the Committee held its first community meeting, and that in the meeting he explained the need and focus of the CDC Steering Committee. He stated the Committee was still in a recruiting mode, and that he had inquired on a Facebook post if any business owners or residents would be interested in being on the committee. He mentioned that he received messages from about fifty residents wanting to know more about the committee and/or to be involved.

More discussion was held.

ADOPTION: RESOLUTION NO. 2020-17 (APPROVAL OF THE FIREFIGHTER ROSTERS)

As per Ordinance No. 418 – which established an EIT credit for Fire and EMS volunteers – a notarized roster must be submitted to and reviewed by the Township manager, then accepted by the Board of Supervisors.

RESOLUTION NO. 2020-17

**A RESOLUTION APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS
SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.**

Mr. Karpuzi thanked all the firefighters for all they do.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-17 approving the volunteers that appear on the notarized lists submitted by the Fire Chiefs and verified by the Township manager. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2020-18 (2021 FEE RESOLUTION)

As is a standard practice, the Township manager and department heads review fees charged by the Township through its fee schedule, and make recommendations for adjustments accordingly.

The resolution and fee schedule was attached, as was the most recent fee schedule. Recommended changes were highlighted (green) in the recommended fee schedule.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adopt Resolution No. 2020-18 establishing the Township fees for 2021. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2020-19 (NOISE RESOLUTION SUBSTITUTION: DEER LAKES BOWL)

Resolution No. 2020-19 confirmed the Township's support of the petition to substitute the Township's Noise Ordinance No. 434 for Section 493 (34) of the Pennsylvania Liquor Code (47 P.S. § 4-493 (34)) in accordance with 40 PA. Code § 5.36

Mr. Robb summarized the request to modify the Township noise resolution.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-19 confirming the Township's support of the petition to substitute the Township's Noise Ordinance. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 439 (VERIZON CABLE FRANCHISE AGREEMENT)

ORDINANCE NO. 439

**AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING EXECUTION OF A CABLE
FRANCHISE AGREEMENT BETWEEN THE TOWNSHIP AND VERIZON PENNSYLVANIA, LLC**

Mr. Mator stated that the Township used Cohen Law Group - whose specialty is Telecommunications Law - to draft this ordinance. He added that Cohen Law Group had negotiated with the cable franchise on behalf of the North Hills Government. He pointed out that attachment in the agenda was not the ordinance, it was just the advertisement.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Forbes to authorize the advertisement of Ordinance No. 439 authorizing the execution of a Cable Franchise Agreement between the Township and Verizon Pennsylvania, LLC. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 440 (PARKING ORDINANCE)

ORDINANCE NO. 440

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER PROHIBITING THE PARKING OF VEHICLES ON CERTAIN MUNICIPAL STREETS

Mr. Mator reported that over the past few years there have been issues within the residential plans with cars being parked on both sides of the street when residents have the ability to use their driveways and garages. He voiced this could cause the emergency service vehicles to have a difficult time maneuvering the streets, and stressed that snowplow trucks have barely enough space to drive-thru the plans. He pointed out that past boards have instructed the Township Administration to send letters requesting residents not park on the streets. Mr. Mator added that even with the letters sent, there are too many residents that are still not abiding by the request.

Mrs. Jordan asked what will happen if they do park on the street. Mr. Mator replied there would be a \$15 fine per incident.

Mrs. Jordan then asked if signs will be posted at every plan.

Mr. Mator explained that there will be signs at every entrance of a plan and at every major intersection. He reported Mr. Olar had signs created, but that they will not be posted until the ordinance takes effect.

Mrs. Jordan asked what would happen if residents have circumstances where they need to park on the street.

Mr. Mator explained that Chief Lape has the ability to override this Ordinance for residents. If a circumstance would arise, they would need to contact the police and request permission. He stated if it is after hours, the residents would contact 911 and the dispatcher would reach out to the police officers on duty. He reminded the public that 911 is not just an emergency number, it is also for information to be given to the police.

Mrs. Jordan emphasized no one wanted it to come to this. Mr. Mator agreed, and stressed that this is a public safety hazard. Additionally, he spoke on the possibility of damage to the residents' vehicles parked on the street by emergency vehicles.

More discussion was held.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 440 prohibiting the parking of vehicles on certain municipal streets. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT - PENSION PLAN REQUEST FOR PROPOSAL (RFP)

THE BOARD OF SUPERVISORS DIRECTED THE TOWNSHIP MANAGER TO HAVE A REQUEST FOR PROPOSAL PREPARED FOR THE TOWNSHIP'S PENSION PLAN MANAGEMENT.

IN CONJUNCTION WITH THE COMMITTEE, THIS HAS BEEN COMPLETED.

Mr. Forbes requested the advertisement of the RFP be tabled till Januarys' Supervisor meeting due to the Committee not being able to meet to review the request.

MOTIONED BY Supervisor Forbes and SECONDED BY Supervisor Jordan to table the advertisement of the request for proposal for the Township's Pension Plan Management as presented. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – SALE OF MACK TRUCK

Public works foreman Kevin Olar requested the Board authorize the advertisement of the sale of the following public works truck:

1999 Mack R-series 10-ton dump truck with salt spreader, and plow.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of one 1999 Mack truck in as-is condition. Motion carried unanimously 5-0.

AUTHORIZATION: APPROVAL OF LEO'S LANDSCAPING DEVELOPMENT PLAN

The applicant requested 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 and 15 October 2020.

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

Mr. Shoup reported the applicant had submitted the last item – elevation views - that was requested by the Township.

Mr. Karpuzi requested Mr. Leo of Leos' Landscaping to speak on the new improvements that have been added to the development plan. Mr. Leo was present and summarized what was added to improve the building to make it more presentable.

Mr. Karpuzi voiced that he wanted the plan to be a welcoming sign for any other businesses for that area.

Mrs. Jordan asked for clarification that this building would not be used for customers to come purchase items from Leo's Landscaping. Mr. Leo pointed out that it will not be. He stated that his company is not a supply company, and the supplies that will be stored on the property are for his business' use only.

More discussion was held.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to authorize 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 was seeking approval for a Land Development Plan consisting of sixty-three total homes. The Plan consisted 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 lay 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 21 September 2020, 19 November 2020, and 10 December 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 21 September 2020, 19 November 2020, and 10 December 2020 were attached.

Mr. Shoup summarized the housekeeping items that he asked be taken care of before the development plan was brought before the Board for a vote.

Mrs. Jordan asked if there were any issues that were discovered by the traffic report. Mr. Shoup confirmed there were no issues found.

MOTIONED BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize 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.

AWARD: DEMOLITION CONTRACT

After following proper procedures, the Board authorized the advertisement of the demolition of the structure located at 3-5 Oak Street.

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

The project was advertised and sealed bids were received until 9:00 a.m. on Monday, 14 December 2020, at which time they were opened and read aloud.

<u>Bidders</u>	<u>Total Amount</u>
1) Ron Gillette Inc.	\$7952.00
2) Eveready Contracting	\$8490.00

3) T.A. Gall Inc.	\$9700.00
4) John Kapustik	\$10835.00
5) Minniefield Demolition Service LLC	\$13000.00
6) Massarelli Excavating & Demolition	\$16500.00
7) Aiello Enterprise	\$18129.00
8) Alpine Allegheny Inc	\$20673.00
9) Myers Demolition & Excavation	\$36785.00

Mr. Mator requested the demolition contract be tabled for legal reasons, and asked Mr. Robb to explain.

Mr. Robb informed the Board that there was no issue with tabling the motion. He explained that there are legal clearances that need to be addressed prior to demolition of this property. Mr. Robb reported Mr. Payne had been in contact with homeowner, mortgage company – there is a lien on the property – and insurance company. He stated the opportunity needed to be given for anyone to present evidence if anyone wants to object to the demolition.

What action does the Board wish to take.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to table the Demolition Project of the property located at 3-5 Oak Street Russellton, PA 15076.

DISCUSSION: OMNIBUS ZONING CHANGES

Mr. Karpuzi reported that Planning Commission had been reviewing the current zoning ordinances to ensure they are up to date and measure up to neighboring communities. He stated that Mr. Robb is now involved with the process and asked him to explain the process.

Mr. Robb stated he received the copy of redlined ordinances – 217 pages – and asked the Board for their patience in the completion of the changes while he requested backgrounds for some of the changes.

Mr. Karpuzi acknowledged the need to be considerate and stated the Public will be kept updated.

DISCUSSION: PENSION PLAN RFP COMMITTEE

Mr. Karpuzi asked the Board to accept another member to the Pension Plan RFP Committee – Toby Kriedler – who previously asked to become more involved in the community, and who is currently the manager of a private equity firm’s pension plans and investments.

Mr. Forbes supported the addition to the committee, and Mr. Karpuzi stated Mr. Kriedler will be informed.

OLD BUSINESS

Mrs. Jordan reported a meeting between herself, Mr. Mator, Mr. Olar, Mr. Shoup, Deer Lakes Youth Baseball, Deer Lakes Youth Softball, and Deer Lakes Youth Soccer at Bairdford Park to discuss any concerns with the park grounds. She stated that the youth organizations will be supplying the Township with some bids so the Board can move forward to see what help can be given.

Mrs. Jordan stated the finalization of the Deer Lakes Youth Leases should be on the Supervisors’ January agenda.

NEW BUSINESS

Mr. Karpuzi wished everyone the happiest of holidays and thanked all for a great year.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adjourn the meeting at 8:07p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager