

West Deer Township  
Board of Supervisors  
19 May 2021  
7:00 p.m.

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

Roll Call taken by Mr. Mator – Quorum present.

**COMMENTS FROM THE PUBLIC**

None

**CHAIRMAN'S REMARKS**

- Chairman Karpuzi thanked everyone for their patience with the first hybrid Regular Business meeting.

**ACCEPT MINUTES**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 21 April 2021 meeting as presented. Motion carried unanimously 5-0.

**MONTHLY FINANCIAL REPORT**

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**30 April 2021**

**I - GENERAL FUND:**

	<b><u>April</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	642,184.29	2,451,819.35	34.12%
<b>Expenditures</b>	415,642.82	1,440,796.15	20.05%
<b>Cash and Cash Equivalents:</b>			
Sweep Account		<u>1,211,842.71</u>	<u><b>1,211,842.71</b></u>

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted 42,216.32

**Fire Tax Fund:**

Restricted 57,349.29

**State/Liquid Fuels Fund:**

Restricted 312,035.51

**411,601.12**

**Investments:**

**Operating Reserve Fund:**

Reserved 1,009,522.19

**Capital Reserve Fund:**

Reserved 1,485,722.34

**2,495,244.53**

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

0.00

**0.00**

**TOTAL CASH BALANCE 4/30/21**

**4,118,688.36**

Interest Earned April 2021

**17.98**

	<b>4/1/2021 Debt Balance</b>	<b>April Principal Payment</b>	<b>4/30/2021 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$118,491.42	\$2,607.94	\$116,200.20
<b>NexTier Bank VFC #2</b>	\$403,619.03	\$2,680.96	\$402,240.32

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 Mann to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

**MARCH LIST OF BILLS**

Amerikohl Aggregates Inc.....	3009.22
Amerikohl Transport Inc .....	1330.39
Bearcom.....	292.47
Best Wholesale Tire Co. Inc .....	620.35
Hei-Way, LLC.....	1328.25
Intech Worldwide .....	3,495.00
Jordan Tax Service, Inc. ....	1144.90
Kress Tire .....	333.00
MRM Workers’ Comp Fund .....	20,145.00
Office Depot .....	123.27
Shoup Engineering Inc. ....	5291.00

Stephenson Equipment, Inc. ....	8628.39
Toshiba Financial Services .....	946.94
Tristani Brothers Inc. ....	1303.25
Tucker/Arensberg Attorneys .....	6190.00

MOTION BY Supervisor Jordan 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 of Police Department activities for the month of April 2021. A copy of the report is on file at the Township Building.

- Chief Lape outlined the steps - testing and promoting officers – as a result of his 30 June 2021 retirement and provided an update on the Police body cameras and grant.

**PUBLIC WORKS FOREMAN’S REPORT**

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of April 2021. A copy of the report is on file at the Township Building.

Mrs. Jordan asked for update on Curtisville Park partial rehab.

Mr. Mator reported that the park rehab was addressed.

**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

- 2021 Road Improvement Project
  - 2021 Road Improvement Project – Bid documents and specifications have been prepared and bids have been let for the year’s road improvement project. Contracts have been awarded for the hot mix asphalt and bituminous seal coat projects. It is anticipated that work on the road improvement projects will begin in June.

Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
  - Moretti Plan of Lots No. 3 – A review of this preliminary and final subdivision was performed and a review letter was issued to the Township on 23 March 2021.

Mr. Shoup reported that the Road Improvement project is scheduled to begin starting in June.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT**

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of April 2021. A copy of the report is on file at the Township Building.

Mr. Payne informed the Board that there has been an increase in building permits. He added the Planning Commission will be reviewing/discussing a number of housing developments in their upcoming meeting.

**CDC STEERING COMMITTEE REPORT**

No report was given.

**SPEAKER: FOX CHAPEL COUNCILPERSON MANDY STEELE (COAL TAR RESOLUTION)**

Speaker was not present.

**ADOPTION: ORDINANCE NO. 446 (POLICE POLICIES AND PROCEDURES)**

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER TO APPROVE AND ADOPT NEW AND REVISED POLICE POLICIES AND PROCEDURES, AND TO AUTHORIZE THE IMPLEMENTATION AND ENFORCEMENT OF SAID POLICIES AND PROCEDURES BY THE CHIEF OF POLICE AND TOWNSHIP ADMINISTRATION AND PROVIDING FOR SEVERABILITY.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance 446 to approve and adopt new and revised Police policies and procedures and to authorize the implementation and enforcement of said policies and Township Administration and providing for severability. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-14 (ALLEGHENY COUNTY 2020 HAZARD MITIGATION PLAN)**

RESOLUTION NO. 2021-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, REQUESTING A PREREQUISITE FOR ELIGIBILITY TO APPLY FOR AN PRE OR POST DISASTER HAZARD MITIGATION GRANT PROGRAM FUNDINGS IN THE UNFORTUNATE EVENT THAT TOWNSHIP WOULD EXPERIENCE ANY NATURAL AND HUMAN-MADE HAZARDS WHICH MAY RESULT IN LOSS OF LIFE AND PROPERTY, ECONOMIC HARDSHIP AND THREATS TO PUBLIC HEALTH AND SAFETY.

Mrs. Jordan asked if this replaced the Declaration of Emergency.

Mr. Robb explained this referred to the Township signing into the Allegheny County Mitigation so grants can be funneled through to the Township in case the need arose again.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-14 approving the adoption of Allegheny County 2020 Hazardous Mitigation Plan. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-15 (DAVID MICHAEL PLAN SEWAGE PLANNING MODULE)**

RESOLUTION NO. 2021-15

RESOLUTION 2021-15 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE DAVID MICHAEL PLAN LOCATED AT MICHAEL ROAD, CHESWICK, PA IN THE R-3 SUBURBAN RESIDENTIAL ZONING DISTRICT.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Resolution 2021-15 adopting the PA DEP Sewage Facilities Planning Module for the David Michael Plan. Motion carried 5-0.

**APPOINTMENT: ALTERNATE ZONING HEARING BOARD MEMBERS**

Per the Board of Supervisors there was an approval to add two alternate positions to the Zoning Hearing Board.

The Township advertised for the vacancies.

The Board received Letters of Interest from:

- H. Nelson Crooks Jr.
- Chad Dolby

Mr. Karpuzi questioned if in the past any of these applicants have been a part of the Zoning Hearing Board or attended any meetings.

Mr. Payne responded Mr. Crooks was involved in West Deer and Richland Township Zoning Hearing Boards, and has about fifteen years of experience. He added Mr. Dolby has attended several Zoning Hearing Board Meetings.

Mr. Karpuzi asked if either of the applicants own more than one property in West Deer. Mr. Payne responded that he believed they each only own one piece of property.

Mrs. Jordan questioned if Mr. Payne knows the applicants personally. Mr. Payne acknowledged interactions with both applicants related to their properties in the Township.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint H. Nelson Crooks Jr. and Chad Dolby as members of the Zoning Hearing Board Alternates for five year terms to expire 31 December 2025. Motion carried unanimously 5-0.

**APPOINTMENT: SEASONAL PARK LABORERS**

The Township allocated funds in the budget to hire Seasonal Laborers for our parks. The position was advertised, applications were received, and interviews were held by the Township Manager and Public Works Foreman.

It was the recommendation of the Township Manager and Public Works Foreman to hire Carmen Sciuillo, Paul Sciuillo, and Justin Siford as Seasonal Park Laborers.

Mrs. Jordan asked the length of time the laborers would be employed.

Mr. Mator responded that it depended on when the laborers would need to return to school but, in the past, they had worked until October.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to hire Carmen Sciuillo, Paul Sciuillo, and Justin Siford as Seasonal Park Laborers as recommended by the Township Manager and Public Works Foreman. Motion carried unanimously 5-0.

**ADVERTISEMENT: SALE OF POLICE VEHICLE**

The chief requested the Board to authorize the advertisement for the sale of the following police vehicle:

2014 Dodge Charger  
5.7 V8 Hemi MDS VVT Engine

Color: White  
Approximately: 46,500 as of May 5, 2021  
Inspection Expires: May 2021  
Front cloth bucket seat  
No rear bench seat  
The vehicle was a former K-9 vehicle and had the rear K-9 insert.  
Does not have rear door panels and does not have a center console.  
Spot Light  
Bad Cam Shaft ( The vehicle is operable)

Mrs. Jordan questioned if there is a minimum bid. Mr. Mator answered there was not.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of the 2014 Dodge Charger, as is condition. Motion carried 4-0. Mr. Forbes was inaudible.

### **DISCUSSION: BAIRDFORD PARK PAVILION**

Mr. Shoup summarized the Bairdford Park Pavilion renovation project.

Mrs. Jordan stated that the pavilion posts are rotten and the roof is leaking. She emphasized the importance of renovation to maintain the regularly used pavilion. She recommended the renovations be wood because she prefers that look over a metal pavilion.

All supervisors were in agreement to renovate the pavilion.

Mr. Mator stated he and Mr. Shoup would move forward with the project.

Further discussion was held.

### **OLD BUSINESS**

- Mr. Karpuzi requested an update on Cohen Law Group.

Mr. Mator responded that the wi-fi meeting was still pending. He reported a meeting between Mr. Cohen, AT&T, and himself and stated that AT&T shared that there were already plans to expand cell phone coverage to the weakest parts of the Township. Mr. Mator added that he reviewed location information he received, and noted the areas that the Township in question were indeed to be upgraded.

Mr. Mator brought up the American Recovery Act Funds, and pointed out that funds could be used to expand broadband and cell phone service. Mr. Karpuzi asked for an estimated timeframe that the Township could receive the funds. Mr. Mator stated he is working with the Congressman's office since there are multiple projects that are available for this funding. He reported the Township should be receiving \$1.19 million, but may be eligible for more funding. Mr. Mator added the grant had already been applied for, but that the specific projects are still to be determined.

More discussion was held

- Mr. Karpuzi asked for an update on the concerned resident from the previous meeting regarding the Veteran's Banner Program.

Mr. Mator reported a pole was found that was satisfactory to the resident, and that Mrs. French designed an alternate document for the residents to sign that states the parameters of the program. He added that the original application

was designed by Gray Signs, had no specific information about the program, and did not explain the aforementioned parameters.

**NEW BUSINESS**

- Mr. Robb mentioned that the Oil & Gas Conditional Use hearing have a June deadline if an extension is not granted. He pointed out that the hearings will need to be advertised once the Board has determined a date and location.

Mrs. Jordan asked if it was thought that many would attend. Mr. Robb responded to expect many people.

Mr. Karpuzi stated that his intention was to have the public hearing on a different date than the Regular Business Meeting, and to possibly change the venue to the High School Auditorium.

Mrs. Jordan agreed with keeping meetings separate.

Dr. Mann informed the Board that she is in charge of the High School auditorium scheduling, and that she could look into it on behalf of the Board.

**ANNOUNCEMENT (MEMORIAL DAY SERVICE SCHEDULE**

Memorial Day  
Monday, May 31, 2021

8:30 a.m.	Bairdford WW II Memorial
9:00 a.m.	West Deer Township Memorial
9:30 a.m.	Rural Ridge Volunteer Fire Dept.
10:15 a.m.	East Deer Township Memorial
11:00 a.m.	Indiana Township Memorial
11:45 a.m.	Lakewood Memorial Gardens
12:30 p.m.	West Deer William Fish American Legion Post 356

Services are conducted by the Veterans of the West Deer Legion and members of the Sons of the American Legion. There will be a luncheon serviced after the 12:30 p.m. ceremony which is sponsored by the West Deer American Legion Ladies Auxiliary. All welcome to attend.

**ADJOURNMENT**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:06 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager