

West Deer Township
Board of Supervisors
18 August 2021
7:00 p.m.

The West Deer Township Board of Supervisors held a Public Hearing and their Regular Meeting at the West Deer Township Municipal Building. Members present were: Arlind Karpuzi, Chairperson; Beverly Jordan, Vice Chairperson; Brandon Forbes; Shirley Hollibaugh; and Jennifer Mann. Also present were: Daniel Mator, Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

6:30 p.m. – PUBLIC HEARING – WIRELESS COMMUNICATIONS TOWER

Township Solicitor Gavin Robb opened the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

Mr. Payne stated that the public hearing was advertised, property owners were notified via mail, neighboring property owners were notified via mail, and the properties were posted.

The Court Stenographer was present.

The public hearing was for the Board to make a determination as to whether to approve an application for conditional use approval for a Wireless Communications Facility/Communications Tower filed by the applicant, Elevated Properties LLC, to construct a 152-foot tall monopole cell tower and associated structures and equipment on a leased portion of the property located at a Blue Row Street Russellton, PA 15076.5OAK

Lot/Block Number: 1361-M-27

Mr. Payne summarized the proposed conditional use approval for the Wireless Communications Tower.

David Hennon of Elevated Properties LLC

- Mr. Hennon stated his testimony and provided evidence for the Board to establish compliance with the criteria.

No public comments.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Forbes to approve the application for conditional use approval for a Wireless Communications Facility/Communications Tower on a leased portion of the property located at 41 Blue Row Street Russellton, PA 15073 subject to the following conditions: Installation of a repeater for emergency services and a more detailed Landscaping Plan updated with deer resistant materials and warranties.

Motion carried unanimously 5-0.

ADJOURNMENT/PUBLIC HEARING

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 7:28 p.m. Motion carried unanimously 5-0. Meeting adjourned.

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened the meeting and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

Donald Leight of 196 West Starz Road

- Mr. Leight voiced that West Starz Road is in a deplorable state and stressed the road patches are not holding up.
- Mr. Karpuzi responded that the Board is in receipt of the 2022 Road Improvement Program Proposal and one of the recommendations from the Township Manager was to add half of West Starz Road.
- More discussion was held.

CHAIRMAN’S REMARKS

- Mr. Karpuzi acknowledged the changes with COVID and stressed that everyone continue to stay safe.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to accept the minutes of the 21 July 2021 regular business meeting as presented. Motion carried 4-yes, 0-no, 1–abstain.

Mr. Karpuzi pointed out that he was absent from last month’s meeting so he was abstaining from the motion.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 July 2021

I - GENERAL FUND:

	<u>July</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	637,725.34	5,771,730.47	80.31%
Expenditures	414,991.92	2,688,809.04	37.41%
 Cash and Cash Equivalents:			
Sweep Account		2,654,613.20	
			2,654,613.20

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted 80,829.58

Fire Tax Fund:

Restricted 96,621.33

State/Liquid Fuels Fund:

Restricted 312,043.83

489,494.74

Investments:

Operating Reserve Fund:

Reserved 1,009,547.36

Capital Reserve Fund:

Reserved 1,162,165.41

2,171,712.77

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 6/30/21

5,315,820.71

Interest Earned July 2021

2,373.40

	7/1/2021 Debt Balance	July Principal Payment	7/31/2021 Debt Balance
Mars National - VFC #3	\$111,506.56	\$2,607.94	\$109,131.92
NextTier Bank VFC #2	\$399,428.24	\$2,680.96	\$298,040.69

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

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

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

JULY LIST OF BILLS

Bearcom.....	292.47
Best Wholesale Tire Co, Inc.....	507.25
Hei-Way, LLC.....	272.04
Jordan Tax Service, Inc.....	448.05
Kress Tire.....	1014.84
Markl Supply.....	2110.00
Northeast Paving.....	3279.32
Office Depot.....	281.61
Shoup Engineering, Inc.....	1010.00
Toshiba Financial Services.....	494.11
Tristani Brothers, Inc.....	1313.41
Tucker/Arensberg Attorneys.....	4712.02

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann 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 Bob Loper was present and provided a summary report of Police Department activities for the month of July 2021. A copy of the report is on file at the Township Building.

PUBLIC WORKS FOREMAN'S REPORT

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

Mrs. Jordan questioned how rainwater was being controlled with all the recent storms that have come through the Township.

Mr. Mator answered that the Public Works crew was out all day taking care of tree removal and cleaned all the drains. He added that the crew took a preemptive approach by clearing inlets before the storm arrived, and that if a State or County catch basin inlet was clogged, Township Public Works employees handled clearing them instead of waiting for State and County responses.

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
 - 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, cold mix asphalt and bituminous seal coat projects with Youngblood Paving. The bituminous seal coat contract and hot mix asphalt paving contract have been completed. Cold mix asphalt work is planned for September.

Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Leto and Dionysus Well Pads – Additional reviews of these conditional use and land development applications were performed and review letters were issued to the Township on 21 May 2021.
 - Elevated Properties – A review of the conditional use and land development plan applications for a communications tower were performed and a review letter was issued to the Township on 16 July 2021.

Mr. Karpuzi asked Mr. Shoup for a 2021 Road Improvement Project update.

- Mr. Shoup answered the only remaining roads to be paved would be completed by September.

Mrs. Jordan asked for a pavilion improvement project update.

- Mr. Shoup responded that there is not enough time to have completed before winter with the Fall Festival being in October. He added bids for the pavilion will be requested in the fall of this year with work to begin in the Spring of 2022.
- Mrs. Jordan reported the structure was sound with the repairs that were made for now, and Mr. Shoup agreed.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

PARKS AND RECREATION BOARD REPORT

Mrs. Amy Stark, Chairwoman, provided a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township Building.

Mrs. Jordan read the Parks and Recreation Board meeting minutes.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of July 2021. A copy of the report is on file at the Township Building.

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of July 2021. A copy of the report is on file at the Township Building.

WEST DEER #3 VFC REPORT

The Board received the West Deer #3 VFC's Report for the month of July 2021. A copy of the report is on file at the Township Building.

Chief Weigand reported West Deer #3's purchase of the new building is still on track to close 27 August 2021.

WEST DEER EMS REPORT

The Board received the West Deer EMS's Report for the month of July 2021. A copy of the report is on file at the Township Building.

Mr. Forbes asked for an update on the roof issue.

- Mr. Mator responded he contacted Chief Humes to see if the EMS roof was leaking due to the recent heavy rainstorm like the Township Building's roof was, and was told it was. He added that Chief Humes stated someone was scheduled the following week to give an estimate to repair the holes to get them through until the next year, and that a new roof would be part of 2022 budget.
- Mrs. Jordan asked if this needed to be advertised. Mr. Mator answered that it should be advertised, but that proposals were needed to gauge how exactly the Township would need to proceed with both the bidding process and the budgeting.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported Mr. Majernik asked for a rearrangement of leadership due to his new job. He added no Committee update was given.

ACCEPTANCE: 2022 MINIMUM MUNICIPAL OBLIGATIONS (MMOs)

The Board was in receipt of the 2022 Minimum Municipal obligation reports for the Police and Municipal Employee Pension Plans as submitted by the Township Actuary.

As per State Law. The Board simply had to acknowledge receipt of the reports.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to acknowledge receipt of the 2022 Minimum Municipal Obligations for the Police and Municipal Employee Pension Plans. Motion carried unanimously 5-0.

ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER

The Board was in receipt of the attached email from Officer Connor Dobransky stating he had resigned from his position.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to accept the resignation of Part-Time Police Officer Connor Dobransky and wish him the best of luck. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2021-16 (BRANDING CONSULTANT AGREEMENT)

RESOLUTION NO. 2021-16

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A BRANDING CONSULTANT AGREEMENT WITH _____.

The Township advertised for these services in the newspaper and on the Township website. In addition, the Township Manager reached out to several firms in an effort to generate interest.

Four firms submitted proposals:

Dorsey Design/Cynthia Cavendish-Carey	\$8,000-\$11,000
Magnum Integrated Marketing	\$23,500
Avant Marketing	\$30,000
The Impact Group	\$53,000

Mr. Karpuzi explained the initiative behind the Branding Consultant Agreement. He added for the record that Dorsey Design’s original proposal included a partnership with Cynthia Cavendish-Carey, but that they had since changed their proposal to just everything being done in house with no such partnership.

Mr. Karpuzi recommended Dorsey Design, who was the lowest bidder.

Mr. Forbes agreed and stated he was impressed with their proposal and referrals.

Mrs. Jordan questioned what the first step would be in the agreement. Mr. Forbes responded there would be a presentation for the Board of a strategy on how to approach some issues with their recommendations.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution 2021-16 approving and authorizing the execution of a Branding Consultant Agreement with Dorsey Design. Motion carried 4-yes, 1-no .

ADOPTION: RESOLUTION NO. 2021-19 (29 DEER HOLLOW LANE SEWAGE PLANNING MODULE)

RESOLUTION NO. 2021-19

RESOLUTION 2021-19 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE DEER HOLLOW LANE SINGLE RESIDENCE SEWAGE TREATMENT PLANT PLAN LOCATED AT 29 DEER HOLLOW LANE, TARENTUM, PA IN THE R-2 SEMI-SUBURBAN RESIDENTIAL ZONING DISTRICT.

Mr. Shoup reviewed the PA Development of Environmental Protection Planning Module documents and found the Planning Module to be in proper order. Mr. Shoup therefore recommended that it be approved by the Township by Resolution.

Mr. Shoup explained the purpose for the Sewage Facilities Planning Module.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution 2021-19 approving the PA DEP Sewage Facilities Planning Module for the 29 Deer Hollow Lane Sewage Planning Module Plan. Motion carried unanimously 5-0.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the Chairman to sign on behalf of the West Deer Township the Escrow and SRSTP Maintenance Agreements between Township and Mr. and Mrs. Joshua Boggs as presented. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2021-20 (MISCHEN EASEMENT)

RESOLUTION NO. 2021-20

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PERMANENT MAINTENANCE AND RIPARIAN BUFFER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT WITH GRANTORS, THOMAS O. MISCHEN, LINDA L. MISCHEN, AND DAVID L. MISCHEN.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution 2021-20 approving and authorizing the execution of an easement agreement with Grantors, Thomas O. Mischen, Linda L. Mischen, and David L. Mischen. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2021-21 (TURNER EASEMENT)

RESOLUTION NO. 2021-21

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PERMANENT MAINTENANCE AND RIPARIAN BUFFER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT WITH GRANTORS, DAVID M. TURNER, AND ANITA M. TURNER.

MOTIONED BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution 2021-21 approving and authorizing the execution of an Easement Agreement with Grantors, David M. Turner and Anita M. Turner. Motion carried unanimously 5-0.

AWARD: DAWSON RUN STREAMBANK RESTORATION PROJECT

As part of the Township’s MS4 Stormwater Program, the Board of Supervisors budgeted funds for Streambank Restoration. The Dawson Run Streambank Restoration Project is located on Oak Road.

Sealed bids were received and opened on 11 August 2021 at 2:00 pm.

The following bids were received:

- 1. Sure Shot Excavating.....\$38,612.19
- 2. Environmental Remediation Contractor.....\$65,000.00
- 3. Grahamboys LLC dba Graham Construction.....\$89,690.00

Mr. Shoup explained the project in detail. He reported that the lowest bidder, Sure Shot Excavating, is new to the Township, but that after checking references and receiving favorable marks, he was okay recommending them.

Mrs. Jordan asked if this was anticipated. Mr. Shoup responded that is was.

Mr. Mator agreed with Mr. Shoup and added \$250,000 was budgeted in 2021 to cover the MS4 Projects.

Mr. Shoup stated the two projects being discussed in tonight’s meeting are steps one and two. He added there will be three to four more steps for the Township in the next three or four years.

Mr. Forbes asked if budget amount was inclusive of the other two steps or if this would be an annual expenditure.

Mr. Mator answered that the budgeted amount did cover the full amount, but also included all regular stormwater work throughout the Township.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Mann to award the Dawson Run Streambank Restoration Project to Sure Shot Excavating in the amount of \$38,612.19 for the Oak Road Project. Motion carried unanimously 5-0.

AWARD: WEST BRANCH OF DEER CREEK STREAMBANK RESTORATION PROJECT

As part of the Township’s MS4 Stormwater Program, the Board of Supervisors budgeted funds for Streambank Restoration. The West Branch of Deer Creek Streambank Restoration Project is located on McIntyre Road. The project involves 203 feet of work (41.3%) in Richland Township and 289 feet of work (58.7%) in West Deer.

Sealed bids were received by Richland Township and opened on 11 August 2021 at 1:00 pm.

The following bids were received:

- 1. Sure Shot Excavating.....\$59,612.19
- 2. Environmental Remediation Contractor.....\$65,000.00
- 3. Grahamboys LLC dba Graham Construction.....\$130,969.00

Mr. Shoup outlined the details of both townships being involved, and pointed out how it was more practical to have Richland Township handle the bidding process and covering the expense – with a portion paid by West Deer Township – of the contractor.

Mr. Mator asked Mr. Shoup if it was required to have an authorization from PennDOT for the right-away. Mr. Shoup responded that right-away is on the opposite side so no authorization needed.

Mr. Mator also questioned if West Deer Township will receive the MS4 credit with Richland Township being responsible for the payment to the contractor. Mr. Shoup answered West Deer Township would receive credit for their portion to complete the MS4 Program obligation.

Mr. Forbes asked with the PennDOT bridge restoration on 910, if there will be any stormwater issues there.

Mr. Mator replied this is a different area and not that he is aware of.

More discussion was held.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Forbes to pay Richland Township the West Deer Township portion of \$34,992.36 subject to a written agreement between the Townships and authorized by the Township Solicitor for the West Branch of Deer Creek Streambank Restoration Project on McIntyre Road. Motioned carried unanimously 5-0.

DISCUSSION: VETERAN BANNERS

Mrs. Hollibaugh disclosed she had been contacted by a former West Deer resident who is requesting a veterans banner for her deceased father be placed on an East Union Road pole that currently has two existing banners.

Mr. Mator rehashed the Veteran Banner discussion from the prior month's meeting. He explained that the Board initiated a moratorium on future banner applications, and added the decision to lift the moratorium for more applications was at the Board's discretion. He pointed out that there are only nine available locations on Starr Road.

Mr. Karpuzi asked when the applications would open back up. Mr. Mator responded at the end of three years.

Mr. Karpuzi acknowledged that the program is already more than one year in, and Mr. Mator explained – that for the sake of fairness – the discussion was to have the three years start from the moratorium so everyone would receive at least three years.

More discussion was held, and the Board agreed to lift the moratorium temporarily.

Mr. Mator asked the Board for clarification that their request was to lift the moratorium for the remaining spots.

Mr. Karpuzi answered in the affirmative, and stated that Mrs. French would dictate where banners could be placed based on availability. He also commented that he would reach out to Amy Stark of the Parks and Recreation Committee to discuss other ways to recognize the Veterans within the community by means of existing or creating new events.

OLD BUSINESS

- Mr. Karpuzi asked Mr. Mator to invite Dan Cohen from the Cohen Law Group to speak at the next Regular Business Meeting. Mr. Mator stated he would reach out to Mr. Cohen.

NEW BUSINESS

- Mrs. Jordan reported she would be attending a meeting between Mr. Mator, Deer Lakes Youth Baseball, and Deer Lakes Youth Softball to discuss the upcoming year goals.

COMMENTS FROM THE PUBLIC

Joe Wisniewski of Deer Creek Road

- Mr. Wisniewski stated that former supervisor Richard DiSanti proposed the veteran banners to the Board and initially most Board members were not too keen on it. He commented that he ordered a banner and it was not placed in either of the two places he requested, but was okay with it because it is up.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adjourn the meeting at 8:40 p.m. Motion carried unanimously . Meeting adjourned 5-0.

Daniel J. Mator Jr., Township Manager