

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; and Shirley Hollibaugh. Member absent: 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 the meeting and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Mr. Karpuzi advised everyone to stay safe with the increase of COVID cases.

ACCEPT MINUTES

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to accept the minutes of the 18 August 2021 regular business meeting as presented. Motion carried unanimously 4-0.

CONSTRUCTION MANAGER REPORT

Earlier this year the Board commissioned AIMS Construction to complete a Building Feasibility Study for new Municipal complex options. That study resulted in the selection of the option to build a complex on existing Township property next to the current building.

A conceptual drawing was created, and was distributed to the Board.

Mr. Tony Pokusa from AIMS was present, and he explained in detail the features of the Municipal Complex conceptual drawing, and mentioned the steps that would need to be taken to start the building process.

ALOM/PUBLIC ORGANIZATIONAL STUDY REPORT

Earlier this year the Board of Supervisors commissioned ALOM/Public Partners to perform an organizational assessment of the Township to evaluate current staffing levels and job requirements.

The study was completed, and was distributed to the Board of Supervisors.

Mr. Hadley from ALOM/Public Partners was present and outlined the Township employee position assessments and evaluations that were completed to finalize the study. He added his recommendation that the Board review staffing needs in future years/decades, and stated that he could see – as the Township grows – Planning, Recreation, and Public Communication being needs.

APPOINTED AUDITOR'S REPORT

Township-appointed Auditor Mark Turnley was present and summarized the 2020 Annual Audit.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER FINANCE OFFICER'S REPORT

31 August 2021

I - GENERAL FUND:

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	401,537.28	6,173,267.75	85.90%
Expenditures	451,633.81	3,140,442.85	43.70%

Cash and Cash Equivalents:

Sweep Account

2,615,230.07

2,615,230.07

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

75,644.88

Fire Tax Fund:

Restricted

81,391.55

State/Liquid Fuels Fund:

Restricted

312,046.83

469,083.26

Investments:

Operating Reserve Fund:

Reserved

1,009,556.21

Capital Reserve Fund:

Reserved

1,162,166.45

2,171,722.66

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 6/30/21

5,256,035.99

Interest Earned July 2021

32.69

	8/1/2021 Debt Balance	August Principal Payment	8/31/2021 Debt Balance
Mars National - VFC #3	\$109,218.43	\$2,607.94	\$106,930.30
NexTier Bank VFC #2	\$397,995.19	\$2,680.96	\$396,562.14

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 Hollibaugh to approve the Finance Officer’s Report as submitted. Motion carried unanimously 4-0.

AUGUST LIST OF BILLS

Bearcom.....	2579.71
Best Wholesale Tire Co, Inc.....	1379.75
Culverts, Inc.....	5600.00
Hei-Way, LLC.....	416.26
Jordan Tax Service, Inc.....	1041.89
Kress Tire.....	960.00
Office Depot.....	152.50
Shoup Engineering, Inc.....	4204.50
Stephenson Equipment, Inc.....	9520.00
Toshiba Financial Services.....	952.58
Tucker/Arensberg Attorneys.....	12310.82
Wine Concrete Products, Inc.....	2872.00

MOTION BY Supervisor Forbes 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 4-0.

POLICE CHIEF’S REPORT

Chief Bob Loper was present and provided a summary report of Police Department activities for the month of August 2021. A copy of the report is on file at the Township Building.

Mr. Forbes asked Chief Loper for an explanation of West Deer Township Police directing the 910 bridge construction traffic.

Chief Loper reported PennDOT had received multiple resident complaints that traffic was not running smoothly at the construction site. He added that Allison Park Contractors are responsible for the road work, and they contacted West Deer Township Police to employ Officers to direct traffic during the busier times of the day.

Mrs. Jordan mentioned how impressed she was that Officer Newman’s Golf Outing Event raised \$9,916.37.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of August 2021. A copy of the report is 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

- 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:
 - Eckenrode Plan – Reviews of this 3-lot subdivision were performed and review letters were issued to the Township dated 9 August 2021 and 1 September 2021.
 - Seafoam Properties – Reviews of this land development application involving a building addition were performed and review letters were issued to the Township dated 19 August 2021 and 1 September 2021.
 - Brickyard Holdings – A review of this land development application involving a proposed concert venue was performed and a review letter was issued to the Township dated 24 August 2021.

Mr. Shoup reported end of September is the target date for the Road Improvement Project to be completed. He added Bairdford Park Pavilion Improvement Project will be advertised and bids opened before the next regular business meeting to be awarded.

Mrs. Jordan asked for an update on Brickyard Holdings Venue request.

Mr. Shoup responded the concept was talked about but formal preceding will be next month with the Planning Commission.

Mr. Payne agreed with Mr. Shoup. He added the Planning Commission had more questions and requested studies to be done prior to moving forward with the request. Mr. Payne stated this was a conditional use request and will require a Public Hearing to be decisioned.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of August 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 asked for an update on the Fall Festival.

Chief Loper responded that Mrs. Stark was on target with organizing the event and was waiting for the ride vendor contract to be sent.

Mrs. Jordan announced East Union Church is not holding the Trunk or Treat this year and since there is no alternative location, it is not on the schedule. She added Breakfast with Santa also had not been scheduled.

WEST DEER #1 VFC REPORT

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

Chief Weigand reported on September 8th, West Deer # 3 closed on the loan for their new building.

Mr. Karpuzi congratulated the department.

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.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi informed the Board a report should be given next month.

ADOPTION: RESOLUTION NO. 2021-22 (POLICE COLLECTIVE BARGAINING AGREEMENT)

RESOLUTION NO. 2021-22

A RESOLUTION NO. 2021-22, WHICH RATIFIES THE TENTATIVE AGREEMENT BETWEEN TEAMSTERS LOCAL UNION 249 (POLICE UNION) AND APPROVING AND AUTHORIZING THE EXECUTION OF A NEW AGREEMENT WHICH INCORPORATES THE TERMS OF THE AFOREMENTIONED TENTATIVE AGREEMENT INTO THE LAST AGREEMENT BETWEEN THE PARTIES.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution 2021-22 ratifying the tentative agreement by and between West Deer Township and the Teamsters Local Union 249 (Police Union), and approving and authorizing execution of a new agreement which incorporates the terms of the aforementioned tentative agreement into the last agreement between the parties. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2021-23 (910 FLEX SEWAGE PLANNING MODULE)

RESOLUTION NO. 2021-23

RESOLUTION 2021-23 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLANNING MODULE FOR THE PLAN LOCATED AT 4550 GIBSONIA ROAD (STATE ROUTE 910) GIBSONIA, PA IN THE SU SPECIAL USE ZONING DISTRICT.

Mr. Shoup reported the Planning Module had been signed off by the appropriate reviewing parties.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution 2021-23 approving the PA DEP Sewage Facilities Planning Module for the 910 Flex Sewage Planning Module Plan. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2021-24 (ECKENRODE PLAN OF LOTS SEWAGE PLANNING MODULE)

RESOLUTION NO. 2021-24

RESOLUTION 2021-24 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLAN LOCATED AT SPRUCE STREET GIBSONIA, PA IN THE I-INDUSTRIAL ZONING DISTRICT.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution 2021-24 approving the PA DEP Sewage Plan of Lots Sewage Planning Module Plan. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2021-25 (RICHLAND TOWNSHIP INTERGOVERNMENTAL COOPERATION AGREEMENT)

RESOLUTION NO. 2021-25

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY COMMONWEALTH OF PENNSYLVANIA, APPROVING AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE TOWNSHIP OF RICHLAND PURSUANT TO THE INTERGOVERNMENTAL COOPERATION ACT, 53 PA C.S. §§ 2301 ET SEQ., TO PROVIDE FOR A JOINT BID AND COST SHARING AGREEMENT FOR A STREAM RESTORATION PROJECT TO REDUCE SEDIMENT LOADING IN THE WEST BRANCH OF DEER CREEK.

Mr. Mator informed the Board that an updated Resolution for this motion was placed at the dais for them to review.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Resolution 2021-25 approving and authorizing the execution of an Intergovernmental Cooperation Agreement by and between West Deer Township and Richland Township to administer and fund the West Branch Deer Creek Streambank Restoration Project. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT OF 2022 BUDGET AND BUDGET WORKSHOPS

The Board was in receipt of the Budget schedule and advertisements.

Mr. Forbes asked for clarification on the dates for the Budget Meetings.

Mr. Mator responded the first workshop would be held the 1st Wednesday in November, and that the second workshop would take place immediately following the November Regular Business Meeting.

Mr. Karpuzi requested the Fire and EMS Departments attend the Budget Meetings.

Mrs. Jordan asked for an update on the new fire hydrants request.

Mr. Mator answered fire hydrants are on backorder, and added Oakmont Water will install when they receive them.

More discussion was held.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisements for the 2022 Budget as dictated by – and in compliance with – the Township Charter. Motion carried unanimously 4-0.

AUTHORIZATION: ECKENRODE PLAN OF LOTS SUBDIVISION PLAN

The Planning Commission recommended approval of the Eckenrode Plan of Lots Final Subdivision Plan at their 26 August 2021 meeting.

Property Location: Spruce Street Gibsonia, PA
Zoning District: I – Industrial

3-Lot Subdivision:
Lots to measure 122,749 SF
Total Parcel to measure 2.8179 acres

The Planning Commission recommended approval of the Eckenrode Plan of Lots subject to the following conditions:

1. Seeking approval for Eckenrode Plan of Lots – Preliminary Subdivision.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Forbes to approve the Final Subdivision of the Eckenrode Plan of Lots as per the recommendation by the Planning Commission. Motioned carried unanimously 4-0.

AUTHORIZATION: SEAFOAM PROPERTIES LAND DEVELOPMENT

The Planning Commission recommended approval of the Seafoam Properties Land Development at their 26 August 2021 meeting.

Property Location: 314 Oak Road Gibsonia, PA
Zoning District: I – Industrial
Request: Building Addition

The Planning Commission recommended approval of the Seafoam Properties Land Development subject to following conditions:

1. Approval pending site visit by Mr. Payne and Mr. Banks to recommend appropriate screening with consideration of current conditions and subsequent agreement by Seafoam Properties to install landscape screening as recommended.

Mr. Payne reported the site visit was completed and an updated Landscape Plan was at the dais for review.

MOTIONED BY Supervisor Forbes and SECONDED BY Supervisor Jordan to approve the Seafoam Properties Land Development as per the recommendation by the Planning Commission with the appropriate screening and conditions being met. Motioned carried unanimously 4-0.

OLD BUSINESS

- Mr. Forbes requested an update on the American Rescue Plan funds that were to be given to the Township. Mr. Mator responded the first tranche (distribution) of \$627,000 was about two months prior, and that the second distribution would be sent in 2022. He added that any expenditures of these funds – even if there are none – need reported in a preliminary response by October 31st.

More discussion was held.

NEW BUSINESS

- Mrs. Jordan asked for an update on the electric that was considered to be added to Bairdford Park for the youth softball organization. Mr. Mator replied that the last email between the organization, Mrs. Jordan, and himself explained that they were waiting on a visit from Youth Softball’s electrical engineer.
- Mr. Mator reported an ongoing problem at the Township’s courtesy leaf recycling drop-off site. He stated the recycling business the Township pays to dispose of the leaves complained that Township residents were placing plastic bags and rubbish in with the leaves.

Mr. Mator alerted the Board that signs were posted by the drop-off site as a reminder to residents that only leaves were accepted, but that the signs were being disregarded. Because of this, he recommended eliminating the drop off site at the Township Building, and to have the Township’s garbage collector (Shank Waste Service) increase the number of leaf bag collection days through autumn instead.

More discussion was held, and the Board agreed to eliminate the courtesy drop-off at the Township Building and to add more collection days through the contracting garbage collector, Shank Waste Service.

COMMENTS FROM THE PUBLIC

- None

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:40 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager