

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Beverly Jordan, Vice Chair; Brandon Forbes; Shirley Hollibaugh; and Jennifer Mann. Shirley Hollibaugh joined the virtual meeting during the 2021 Board Appointments agenda item. 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 emphasized his excitement for this year.
- Chairman Karpuzi reported that the Board had put together a good budget for the year.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to accept the minutes of the 16 December 2020 and 4 January 2021 meetings as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

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

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	359,419.37	6,425,820.82	99.16%
Expenditures	1,461,603.56	6,498,217.23	100.28%
 Cash and Cash Equivalents:			
Sweep Account		181,154.67	
			181,154.67

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted 40,595.47

Fire Tax Fund:

Sweep Account - Restricted 44,014.66

State/Liquid Fuels Fund:

Sweep Account - Restricted 148,438.17

233,048.30

Investments:

Operating Reserve Fund:

Sweep Account - Reserved 1,806,564.96

Capital Reserve Fund:

Sweep Account - Reserved 1,476,832.50

3,283,397.46

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 12/31/20

3,697,600.43

Interest Earned December 2020

112.62

	12/1/2020 Debt Balance	November Principal Payment	12/31/2020 Debt Balance
Mars National - VFC #3	\$127,687.57	\$2,607.94	\$125,372.23
NexTier Bank VFC #2	\$409,255.45	\$2,680.96	\$407,852.56

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 4-0.

NOVEMBER LIST OF BILLS

Bearcom.....	292.47
Best Wholesale Tire Co. Inc.....	165.90
Hei-Way, LLC.....	606.35
Jordan Tax Service, Inc.....	1136.05
Kress Tire.....	1052.24
Office Depot.....	383.14
Shoup Engineering Inc.....	1433.50
Stephenson Equipment, Inc.....	231.73
Toshiba Financial Services.....	494.11
Tristani Brothers, Inc.....	1160.82
Tucker/Arensberg Attorneys.....	3631.50

Wine Concrete Products, Inc2700.00

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 Jon Lape was present and provided a summary report on the Police Department for the month of December 2020. 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 December 2020. A copy of the report is on file at the Township Building.

Mrs. Jordan thanked the road crew for an excellent job removing snow and ice from the Township roads. She also commended them for the outstanding job of addressing issues at Bairdford Park, which was a request made at a meeting with the youth sports organizations.

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

December Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Eastview Farms
 - A review of this preliminary subdivision plan was performed and a review letter was issued on 16 December 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 December 2020. 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. Stark asked for new ideas for the upcoming year and stated any recommendations are also welcome.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported the executive committee and larger committee with the volunteers had met last month. He added there were some good recommendations that will be brought to the Board in the future.

2021 BOARD APPOINTMENTS

As of 31 December 2020, there are vacancies on the Deer Creek Drainage Basin Authority, Planning Commission, Zoning Hearing Board & The Parks & Recreation Board. Some of the applicants attended the reorganization meeting on 4 January 2021 to meet the Board of Supervisors and to introduce themselves.

DEER CREEK DRAINAGE BASIN AUTHORITY – 2 APPOINTMENTS

In 2020, West Deer Township had four members and Indiana Township had five members serve on the Deer Creek Drainage Basin Authority.

In 2021, West Deer Township will have five members and Indiana Township will have four members serve on the Deer Creek Drainage Basin Authority.

Due to the unfortunate passing of member, David Trocki, the Board of Supervisors must appoint a person to fill Mr. Trocki's unexpired term, which expires 31 December 2023.

The Board received four letters of interest from: Daniel Loughlin, Richard Parks, Susan Pastura & Geno Stello

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to appoint Richard Parks as a member of the Deer Creek Drainage Basin Authority to fill the unexpired term of member David Trocki, which expires 31 December 2023. Motion carried unanimously 5-0.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint Susan Pastura as a member of the Deer Creek Drainage Basin Authority for a five-year term to expire 31 December 2025. Motion carried unanimously 5-0.

PLANNING COMMISSION – 2 APPOINTMENTS

Two members' terms expired on 31 December 2020 – Katharine M. Rojik & Robert S. Bechtold. Ms. Rojik and Mr. Bechtold requested reappointment.

The Township did not receive any other letters of interest.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to appoint Katharine M. Rojik and Robert S. Bechtold as members of the Planning Commission for a four-year term to expire 31 December 2024. Motion carried unanimously 5-0.

ZONING HEARING BOARD – 1 APPOINTMENT

One members' term expired on 31 December 2019 – Scott Woloszyk. Mr. Woloszyk requested reappointment.

The Township did not receive any other letters of interest.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to appoint Scott Woloszyk as a member of Zoning Hearing Board for a five year to expire on 31 December 2025. Motion carried unanimously 5-0.

PARKS & RECREATION BOARD – 1 APPOINTMENT

One members' term expired on 31 December 2019: Amy Stark. Mrs. Stark requested reappointment.

The Township did not receive any other letters of interest.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint Amy Stark as a member of The Parks & Recreation Board for a five-year term to expire 31 December 2025. Motion carried unanimously 5-0.

Mr. Karpuzi congratulated all who were appointed and thanked them for their service.

ADOPTION: RESOLUTION NO. 2021 (COVID POLICY RESOLUTION)

RESOLUTION NO. 2021-1

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, EXTENDING A PERSONNEL POLICE AND APPLICATION FOR THE ADMINISTRATION OF PERSONAL LEAVE DURING THE COVID-19 PANDEMIC THROUGH MARCH 31, 2021.

Mr. Karpuzi explained the resolution details.

Mrs. Jordan thanked Mr. Forbes for taking the initiative on this resolution, and Mr. Forbes thanked the Board for their support.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-1 extending a personnel policy and application for the administration of personal leave during the covid-19 pandemic through 31 March 2021. Motion carried unanimously 5-0.

ADOPTION: 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 summarized the agreement between the Township and Verizon Cable Franchise.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Mann 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.

ADOPTION: 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. Robb outlined the Ordinance.

A great deal of discussion was held on the matter.

Mrs. Jordan objected to section two of the Ordinance, which stated a resident must request permission from the police to park on the street. She stated she felt residents should not have to ask permission, and recommended that residents be required to send a notification instead.

Mr. Robb advised that a change to a notification rather than permission would eliminate the ability for the Township to say “no.” He stated the language provided teeth for the ordinance, and that with an unsafe area there needs to be some level of acknowledgement or authorization from the Police Department.

Chief Lape informed the Board – in reference to asking for permission – that residents are already currently following these procedures for some Township residential plans with no issue, and said he is unsure why extending this requirement to additional plans through the Ordinance would now create a conflict.

Mrs. Jordan stated that the Ordinance will be increasing the number of residents affected from one small plan to much larger plans which could cause some friction.

Mr. Robb stated the Ordinance was written in a manner that the Township Manager or Chief of Police are able to establish the procedures, and that it does not have to be ironed out for the Ordinance to pass. He advised that the Ordinance could be passed as-is, and that there is enough flexibility in the Ordinance to make a later change if necessary.

More discussion was held, and Chairman Karpuzi recommended the Board table the motion to reevaluate the verbiage.

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

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 441 (DEER LAKES YOUTH BASEBALL LEASE)

ORDINANCE NO. 441

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH BASEBALL

Mrs. Jordan asked Mr. Robb if the Board could motion all the Sports Lease Ordinances as one motion to advertise.

Mr. Robb agreed.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 442 (DEER LAKES YOUTH FOOTBALL LEASE)

ORDINANCE NO. 442

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH FOOTBALL.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 443 (DEER LAKES YOUTH LACROSSE LEASE)

ORDINANCE NO. 443

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH LACROSSE.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 444 (DEER LAKES YOUTH SOCCER LEASE)

ORDINANCE NO. 444

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH SOCCER.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 445 (DEER LAKES YOUTH SOFTBALL LEASE)

ORDINANCE NO. 445

AN ORDINANCE OF THE TOWNSHIP OF THE WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH SOFTBALL.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 441 through 445 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Sports Associations. 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 (RFP) prepared for the Township's Pension Plan Management. Ms. Sue Trout from Mockenhaupt Benefits Group drafted an RFP, which was reviewed by the committee.

Mr. Forbes stated the RFP Committee met, and reviewed and discussed the proposal.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Mann to authorize the advertisement of the request for proposal for the Township's Pension Plan Management as presented, with the minimum requirements to reflect a minimum of five or more municipal entities managed, at least one of which must be a Pennsylvania Municipality. A roll call vote was taken. Members voting yes: Mr. Forbes, Mrs. Jordan, Dr. Mann, and Mr. Karpuzi. Member voting no: Mrs. Hollibaugh Motion carried, 4-yes and 1-no.

AUTHORIZATION: DRAFTING AND ADVERTISEMENT – BUILDING FEASIBILITY STUDY RFP

In 2021, the Board of Supervisors has budgeted funds to begin the process of building a new Municipal complex. The first step in that process is to receive proposals from professional architectural designers to complete a feasible study.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Jordan to authorize the Township Manager to draft and advertise a request for proposal for a Municipal building complex feasibility study. Motion carried unanimously 5-0.

AUTHORIZATION: DRAFTING AND ADVERTISEMENT – HUMAN RESOURCES CONSULTANT RFP

In 2021, the Board of Supervisors has budgeted funds to hire an Independent Human Resources Consultant to update the Township policy and procedures manual – including job descriptions – and to evaluate staffing levels and comparatively analyze wages and benefits.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the Township manager to draft and advertise a request for proposal for the hiring of an Independent Human Resources Consultant. Motion carried unanimously 5-0.

DISCUSSION: ZONING HEARING BOARD ALTERNATES

Mr. Robb explained that there is currently one alternate for the Zoning Hearing Board, and that the State Municipal Planning Code permits the Board to have up to three alternates. He recommended expanding the pool if the Board had any conflicts or a lack of availability.

Mr. Payne reported that there have been times in the past that the Zoning Hearing meeting just made a quorum. He stated that the alternate would be involved in the Zoning Hearing Board discussions and are permitted to give input; they just cannot vote.

Mr. Robb added the term for an alternate would be three years.

Mr. Karpuzi asked to have an application for Zoning Hearing Board alternates placed on the Township website with a deadline for a date in February so the Board is able to vote at the Regular Business meeting in March.

Mr. Mator agreed to advertise the alternate position on the Township website.

OLD BUSINESS

• Mr. Karpuzi brought up the Cohen Law Groups Analysis of the Township and asked if Mr. Mator was able to make contact via phone.

Mr. Mator reported a phone meeting with Mr. Cohen had occurred. He stated Mr. Cohen requested certain documentation – which Mr. Cohen had received – and that Mr. Cohen is currently working with the telecommunication companies as directed.

• Mrs. Jordan thanked Mr. Robb for doing what was asked of him in regard to the Parking Ordinance. She added that the Ordinance was discussed during the last meeting, and that it was mentioned that residents would call 911 during non-business hours for on-street parking requests. She felt that there should be a better way to handle these requests so not to overload the 911 system. Mrs. Jordan acknowledged there is a problem, but stated she does not agree with the Ordinance verbiage.

NEW BUSINESS

None

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:03 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager