

West Deer Township
Board of Supervisors
20 October 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.

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 requested a moment of silence for the one-year anniversary of Supervisor Shawn Maudhuit's passing.

ACCEPT MINUTES

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to accept the minutes of the 15 September 2021 regular business meeting as presented. Motion carried unanimously 5-0.

PRESENTATION: DAN COHEN (CELL COVERAGE)

Earlier this year the Board commissioned Cohen Law to complete a study on the wireless network in West Deer Township.

Mr. Karpuzi explained the Township partnered with Cohen Law to research ways to expand the wireless communications. He reported that Mr. Cohen was not in attendance to give his presentation, but that Mr. Cohen provided a report and would be at the November meeting instead.

PRESENTATION: MANDY STEELE (COAL TAR BAN)

Fox Chapel Councilmember Mandy Steele gave a presentation to the Board on coal tar, and asked the Board to support the ban of a certain type of product being used on roads/driveways.

Mr. Karpuzi proposed that the Board review the documents given to them to make a decision at their next Regular Business Meeting. He thanked Ms. Steele for her time and her presentation.

MONTHLY FINANCIAL REPORTTOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT31 September 2021**I - GENERAL FUND:**

	<u>September</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	568,502.08	6,741,769.83	93.81%
Expenditures	938,989.12	4,079,340.97	56.76%

Cash and Cash Equivalents:

Sweep Account

2,322,638.52

2,322,638.52**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

70,973.67

Fire Tax Fund:

Restricted

75,704.69

State/Liquid Fuels Fund:

Restricted

312,049.55

458,727.91**Investments:****Operating Reserve Fund:**

Reserved

1,009,564.51

Capital Reserve Fund:

Reserved

1,162,167.40

2,171,731.91**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 9/30/21**4,953,098.34**Interest Earned September 2021****29.84**

	<u>9/1/2021</u>	<u>August</u>	<u>9/30/2021</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$106,861.08	\$2,607.94	\$104,503.93
NextTier Bank VFC #2	\$396,598.37	\$2,680.96	\$395,197.22

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

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

Mr. Forbes questioned where the American Rescue Plan funds were reflected in the financial report.

Mr. Mator answered that the funds were placed in the General Fund, but that disbursements are tracked separately for auditing purposes.

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

AUGUST LIST OF BILLS

Air-Vac Inc	7385.00
Amerikohl Aggregates Inc.....	2221.80
Amerikohl Transport Inc	933.16
Bearcom.....	292.47
Best Wholesale Tire Co. Inc.	166.50
Hei-Way, LLC	1303.67
Jordan Tax Service, Inc	10862.90
Kress Tire	2823.84
Mark C. Turnley	1550.00
Northeast Paving.....	101.64
Office Depot	730.29
Roadsafe Traffic Systems	510.00
Shoup Engineering, Inc	9587.00
Stephenson Equipment, Inc	521.44
Toshiba Financial Services	498.76
Tucker/Arensberg Attorneys	4862.50

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

Mrs. Jordan thanked everyone who helped with making the Fall Festival possible and commented that even with the rainy weather, the event was a success.

Chief Loper reported the police have been receiving complaints recently in regard to residents not following the no on-street parking rule in the neighborhoods that have narrower roadways. He added someone had stolen all the “no parking” signs in one housing development, and was in the process of trying to figure out a way to mount them that they cannot be removed. Chief Loper pointed out it is difficult for emergency vehicles and snowplow trucks to get around the vehicles parked on the street.

Mrs. Jordan stressed that she did not agree with residents calling 911 to receive permission from the police for any gatherings that may result in on-street parking.

More discussion was held, and Mr. Mator was asked to share the last draft Ordinance with the Board for later review.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of September 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 ongoing and participated to be completed by the end of October.

Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Pittsburgh Buddhist Center – reviews of the Conditional Use Application for a place of worship located on Qsi Lane were issued to the Township on 23 September 2021 and 8 October 2021.

Mr. Shoup updated the Board on the 2021 Road Improvement Plan.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

Mr. Payne thanked everyone who had donated a gift basket and bought raffle tickets to support the West Deer Dog Shelter at the Fall Festival.

PARKS AND RECREATION BOARD REPORT

Mrs. Amy Stark, Chairwoman, attended the meeting and gave a report on the Fall Festival. She mentioned the Breast Cancer 5K/Walk raised \$5800.00 for ADAGIO. Mrs. Stark recommended next year returning to the Community Days Event – due to the weather conditions – but to change the date to the second or third week of July. She added she spoke with the ride vendor and July is not considered peak time for him so the cost would be similar or lower than September.

More discussion was held.

Mr. Karpuzi asked if the Community Day Event could be further discussed at next month's meeting.

WEST DEER #1 VFC REPORT

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

Chief Wiegand reported that a purse bash event held at the West Deer #3 Firehall raised \$11,000.

WEST DEER EMS REPORT

Chief Humes attended the meeting virtually and apologized for no report being sent. He reported they have been very busy.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi asked Mr. Mator to contact Mr. Majernik for the CDC Steering Committee's succession plan.

ADOPTION: RESOLUTION NO. 2021-26 (REFUSE AGREEMENT)

RESOLUTION NO. 2021-26

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST, DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ACCEPTING THE BID OF SHANK WASTE SERVICE, INC. TO PROVIDE RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL – AND RECYCLABLE MATERIAL COLLECTION AND DELIVERY – AND APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH SHANK WASTE SERVICE, INC TO PROVED SUCH SERVICES.

Sealed bids were due and received on 8 October 2021 at 3:00 p.m. The bids were publicly opened and read at 3:15 p.m. at the Township Building.

The bid received was as follows:

Bidder	2022	2023	2024	Option Years	
				2025	2026
Shank Waste	\$21.59	\$22.24	\$22.91	\$23.60	\$24.31

Mr. Karpuzi questioned if there was a possibility to receive any more bids.

Mr. Robb answered the Board could reject this bid and go through the process of rebidding. He advised that if the Board would decide to rebid, then there could be an issue because Shank Waste's bid is already available and known.

Mrs. Jordan requested to see the refuse agreement so that the Board could see what it contained.

Mr. Mator advised that the agreement was the standard form the Township has used for numerous contracts, but that there were a few minor changes and updates based on changed laws, etc. He then described some of the changes, and stated that since the Board had time, he could distribute the agreement and the Board could table the motion and take action in November.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to table Resolution 2021-26 accepting the bid of Shank Waste Service, Inc. to provide residential solid waste collection and disposal – and recyclable material collection and delivery – and approving and authorizing the execution of a contract with Shank Waste Service, Inc. to provide such services. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT OF A LIQUOR LICENSE TRANSFER HEARING

The Township received the attached letter from Caputo Law Office, representing EDL Foods, LLC, who is seeking an intermunicipal transfer of restaurant license R-5579 from 260 Little Deer Creek Valley Road, Cheswick, Pennsylvania (Indiana Township) to the location of 940-942 Little Deer Creek Valley Road with West Deer Township.

Pursuant to section 461 (b.3) of the Pennsylvania Liquor Code, the applicant must first get the approval of West Deer Township before filing an application with the Pennsylvania Liquor Control Board (“PLCB”) to transfer the liquor license from Indiana Township to West Deer. The Liquor Code requires the applicant request a Public Hearing before the Governing Body for the purpose of taking public comments on the proposed transfer.

Mr. Forbes questioned if the address 940-942 was No Offseason.

Mr. Payne answered in the affirmative. He added the liquor license transfer request was between Tomasino’s Restaurant which resides in Indiana Township to No Offseason located in West Deer Township.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Mann to set the Public Hearing for intermunicipal transfer of PLCB License R-5579 for Wednesday, November 17th at 6:30 p.m. Motion carried unanimously 5-0.

AWARD: BAIRDFORD PARK PAVILION PROJECT

The following bids were received for the Bairdford Park Pavilion Project to remove and replace 26 wood columns, repair the roof deck, remove and replace the shingle roof, and to perform other miscellaneous work.

Sealed bids were due and received on 18 October 2021 at 1:30 p.m. The bids were publicly opened and read at 1:30 p.m. at the Township Building.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
Santamaria Landscape & Cement Contractors Inc.	\$88,562.00	\$7,150.00	\$95,712.00
Swede Construction	\$139,000.00	\$39,000.00	\$178,000.00
Vrabel Plumbing	\$121,200.00	\$34,000.00	\$155,200.00

Mr. Shoup summarized the Bairdford Park Pavilion Project. He reported he reviewed the scope with Santamaria Landscape & Cement Contractors Inc. and felt comfortable recommending them to do the work.

Mrs. Jordan asked if lighting could be added to the steps at the pavilion because the steps are hard to see at night. She also stated she would like to see a sunshade for the glare from the sun for the Movie in the Park events.

Mr. Mator explained to add something new – lighting or sunshade - would alter the scope of the project.

Mr. Forbes suggested adding to the budget for next year to take care of the extra items for the pavilion.

More discussion was held.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Mann to award the contract for the Bairdford Park Pavilion Project to Santamaria Landscape & Cement Contractors Inc. in the amount of \$95,712.00. Motion carried unanimously 4-0. Mrs. Hollibaugh stepped out.

AWARD: EMS BUILDING ROOF

After soliciting bids from numerous services, the following bid was received for the EMS Building Roof Repair:

<u>Bidder</u>	<u>Amount</u>
Allway Roofing and Paving	\$5,900.00

Mr. Mator explained the details of the EMS Building Repair Project.

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to award the contract for the EMS Building Roof Repair to Allway Roofing & Paving in the amount of \$5,900. Motion carried unanimously 5-0.

AWARD: EMS BUILDING GARAGE DOORS

After soliciting bids from numerous services, the following bid was received for the EMS Building Garage Door Repair:

<u>Bidder</u>	<u>Amount</u>
Thomas V. Giel Corporation	\$6,216.00

Chief Humes stated this bid was for the full replacement of both garage doors.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Jordan to award the contract for the EMS Building Garage Doors to the Thomas V. Giel Corporation in the amount of \$6,216. Motion carried unanimously 4-0. Mr. Forbes stepped out.

AWARD: RUSSELLTON NO. 2 ALLEY ROAD PAVING BID

The following bids were received for the Russellton No. 2 Alley Road Paving.

<u>Bidders</u>	<u>Total</u>
1) JC Paving & Asphalt Maintenance	\$19,500.00
2) Smullin Asphalt & Concrete LLC	\$19,500.00
3) Youngblood Paving Inc.	\$22,200.00

Mr. Mator explained that in the case of a tie bid, he had to email both parties - JC Paving & Asphalt Maintenance and Smullin Asphalt & Concrete LLC - to request a new bid which he added a deadline of Wednesday, October 20th at 3:00 p.m. to have in time for Regular Business Meeting. He reported Smullin Asphalt & Concrete LLC was the only bidder to respond, and the bid was in the amount of \$18,856.

Mrs. Jordan questioned why the road was being paved.

Mr. Shoup responded that Kevin Olar contacted him to have the road paved due to the water issues and the constant repair that was needed.

Mrs. Jordan pointed out the Township was within budget for Road Improvement Plan, so she asserted that the Township could cover the cost.

Mr. Mator agreed, and added that the Public Works crew had already fixed the water issues with the road so it just required paving.

More discussion was held.

MOTIONED BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to award the contract for the Russellton No. 2 Alley Road Paving to Smullin Asphalt & Concrete LLC in the amount of \$18,856. Motioned carried unanimously 5-0.

DISCUSSION: NEW BUILDING COMPLEX/RCAP FUNDING

Mr. Karpuzi explained that he, Mr. Forbes, and Mr. Mator had a discussion of RACP Funding. He added the Township would want to take in any source of available funding.

Mr. Forbes described in detail the RACP Funding.

Mr. Mator stressed that the funding is very competitive and in the past, West Deer Township had been denied. He added it was still an opportunity and would require the support of the State Representatives.

Mr. Mator then detailed the steps outlined in the AIMS report for the Township to proceed with the new Township Building.

Mr. Karpuzi emphasized that the AIMS complex drawing was currently not the vision he saw for the Township and the Community.

Mr. Forbes pointed out that AIMS was just a starting point and the Board should have opportunities to change or add to the complex.

More discussion was held.

The Board was in agreement with Mr. Mator and Mr. Shoup initiating the new building complex process, and asked that AIM's initial recommendations be brought to the Board in November.

Mr. Karpuzi apologized for not moving forward on the building project last month.

DISCUSSION: STAFFING

Mr. Karpuzi spoke on the ALOM Report presented to the Board at its prior meeting by Mr. Dick Hadley. He stated that Mr. Hadley's final report proposed that the Township staff was near full capacity, and focused on two areas – parks/recreation and planning/zoning – of need. Mr. Karpuzi gave his opinion that planning/zoning is a priority, and recommended that a Community Development Coordinator to be hired. He stressed timing of the hiring, and said that he felt it was important to hire someone before the end of the year – even holding special meetings with the Board to achieve this, if necessary.

Mr. Forbes agreed, and pointed out the money was in the 2021 budget to hire for a position.

Mr. Mator reminded the Board that they had discussed a potential hiring of someone – and had budgeted accordingly – but that it was also the sentiment of the Board that they would evaluate a hiring after the completion

of the ALOM and East Coast Management reports. He added that Mr. Hadley of ALOM advised that the Board should review – using a long-term approach – where they saw the Township being in ten to twenty years, and to plan hirings accordingly to match that timetable.

Mr. Forbes asked Mr. Mator if a hiring could be made since the funds were available.

Mr. Mator pointed out that hiring is doable, but that there are a few obstacles to a hiring. He stated that the first major hurdle – and his greatest concern – was timing. Mr. Mator said that though he agreed that additional help would be welcomed – especially in the planning and zoning area given the Township’s growth – there is limited space in the current Township Building, and that he did not see a feasible space from where a new employee could work, and advised holding off until the new municipal complex being discussed (with the available space) was constructed.

Regarding other positions, Mr. Mator added that there are employees (noting Mrs. French and Mrs. Borczyk) who already have a handle on public outreach, and that they could take on – and have shown a willingness to take on – greater responsibilities if needed. He also shared a discussion he had with Mrs. Stark – who had recommended hiring a Park & Recreation employee in the future to manage the Township events and a pool of volunteers – and said that such a system would be his long-term recommendation, as well.

Coming back to the hiring urgency Mr. Karpuzi had mentioned, Mr. Mator explained that a quality hiring prior to the end of the year is near impossible. Mr. Mator reasoned that the Board had no advertisement ready, no job description, and did not discuss a job title/duties. He asserted that even if the Board had all of the information before them at the meeting that evening – and approved the advertisement – it would take one week to get the advertisement in the paper, a two-month application window for high-level management employees as were being proposed, at least two weeks for interviews, and finally a vote at a public meeting. That, he said, would put a hiring at January or February at the earliest, and reiterated that was “if” the Board already had all the information ready that evening.

Mr. Mator stated that shortening the application period is not advisable, because it would limit the pool of quality applicants. He shared that other managers he had spoken to have expressed great concern because some good-paying positions were only generating two applications.

Mrs. Jordan stated that – given the building constraints – she would list the Parks and Recreation staff member as the lowest priority in hiring. Mr. Mator concurred.

Mr. Forbes expressed that he felt the ball should get rolling no matter what. He stated that the growth of the Township is requiring immediate action, even if a hiring could not be made by the end of the year as Mr. Karpuzi had requested.

Mr. Forbes also said that it was within the Board’s discretion to reevaluate or reject the position if the applicants do not fit that which the Township desires, and recommended the Board begin the process to hire a “Community Development Coordinator,” or “Assistant Manager.” He added that he also felt it was important to address the planning and zoning staffing.

Mr. Mator asked, “so you are saying *two* positions?” Mr. Forbes responded in the affirmative.

More discussion was held on the matter, and the Board instructed Mr. Mator to organize Planning/Zoning Coordinator and Assistant Township Manager job descriptions for the Board to review at their November meeting.

OLD BUSINESS

- Mr. Karpuzi acknowledged Ms. Catanese previously questioning where residents are to vote with the district changes adopted by voters a few years back, and stated there were confused voters. Mr. Mator explained that the County assigns voting locations sometimes outside the district where the voters live, but each voter votes for the

candidates in the district where that voter *lives* (not necessarily where they vote). Mr. Forbes stated he had a map with the current districts that he will pass along to Mr. Mator to be posted on Township website.

More discussion was held.

NEW BUSINESS

- Dr. Mann informed the Board that Chief Wiegand had requested a letter of support from her for the GEDTF Grant the West Deer Fire Department #3 was applying for. She added the Grant was for \$500,000 to help the Fire Department with the renovation of their new building. The Board agreed to provide a letter of support.

COMMENTS FROM THE PUBLIC

Joe Wisniewski of Deer Creek Road

- Mr. Wisniewski voiced his concern of the safety issues he visualized of Youngblood Paving Company's employees while they were working on Township roads. Mr. Shoup responded that he will contact Youngblood Paving Co. the next morning about the issues seen.

Scott Woloszyk of Shuster Road

- Mr. Woloszyk stated in reference to the on street parking issue that he knows families that have more cars than what their driveways can hold. He asked the Board to consider this when they make a decision.
- Mr. Woloszyk brought up how the Township Garbage Refuse Contract only had one bidder and that there has only been one bidder for years.

Chief Wiegand of Squirrel Hollow Road

- Chief Wiegand spoke of his support of the No On-Street Park Ordinance. He stated that he had visualized the emergency vehicles not being able to get through and blew the firemen's airhorn to get the resident's attention to move their vehicles. Chief Wiegand requested that the Police give parking ticket warnings to those that are repeat offenders. He added that some of the vehicles parked on the street are commercial vehicles. Chief Wiegand mentioned that residents need to consider enlarging the size of their driveways. Mr. Forbes suggested that once the missing no parking signs are back up, the police with an emergency vehicle could drive once every quarter through those housing plans to give warnings. Mr. Mator commented the Township sent reminder letters to those housing plans in the past. Chief Loper pointed out that Officers have already been out driving around and requested residents to move their vehicles only for them to be parked back on the street a few days later. More discussion was held.
- Chief Wiegand asked if the Township would be interested in the fencing that came with their new building, the Fire Department was willing to donate it to the Township, if needed. Mr. Mator responded he will ask Mr. Olar and suggested the Fire Department scrap the metal for money if Township is not in need of it. The Board also asked Mr. Mator to reach out to youth baseball and softball if the Township had no need of the fencing. More discussion was held.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adjourn the meeting at 9:42 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager