

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**

Jackie Jaros of 15 Park Drive

- Ms. Jaros requested her purchased military banner be placed on East Union Road, and suggested that the application be updated with the banner placement locations.
- Mr. Karpuzi explained the Township is working out the kinks with the program. He added the process had been delayed due to the pandemic.

Josh Wiegand of Squirrel Hollow Road

- Mr. Wiegand questioned why his requested fire resolution was not added to tonight's agenda.
- Mr. Karpuzi acknowledged Mr. Weigand's request, and responded that more discussion needed to be held before resolution would be added to an agenda.

### **CHAIRMAN'S REMARKS**

- Chairman Karpuzi brought up that it's been over a year in quarantine with a full year of Zoom meetings. He expressed gratitude that everyone has been safe, and said he was hopeful that this ends very soon.

### **ACCEPT MINUTES**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to accept the minutes of the 17 March 2021 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

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

**I - GENERAL FUND:**

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	572,476.63	1,809,635.06	25.18%
<b>Expenditures</b>	297,135.18	1,025,153.33	14.26%

**Cash and Cash Equivalents:**

Sweep Account

962,461.74

962,461.74**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

35,002.92

**Fire Tax Fund:**

Restricted

31,603.03

**State/Liquid Fuels Fund:**

Restricted

312,032.66

378,638.61**Investments:****Operating Reserve Fund:**

Reserved

1,009,513.89

**Capital Reserve Fund:**

Reserved

1,485,721.54

2,495,235.43**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 3/31/21**3,836,335.78**Interest Earned March 2021****29.90**

	<u>3/1/2021</u>	<u>March</u>	<u>3/31/2021</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
<b>Mars National - VFC #3</b>	\$120,782.64	\$2,607.94	\$118,457.17
<b>NexTier Bank VFC #2</b>	\$405,118.97	\$2,680.96	\$403,750.05

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 5-0.

**MARCH LIST OF BILLS**

Amerikohl Aggregates Inc.....	2928.28
Amerikohl Transport Inc .....	1294.62
Bearcom.....	292.47
Best Wholesale Tire Co. Inc.....	483.43
Culverts, Inc .....	4600.00
Hei-Way, LLC.....	1310.22
Hub International.....	13,515.00
Jordan Tax Service, Inc. ....	1617.22
Office Depot .....	81.27
Shoup Engineering Inc .....	978.50
Toshiba Financial Services .....	494.11
Tristani Brothers Inc.....	676.85
Tucker/Arensberg Attorneys .....	8374.75

MOTION BY Supervisor Forbes 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 March 2021. A copy of the report is on file at the Township Building.

- Mrs. Jordan thanked Jennifer Borczyk for organizing the Blood Drive Event and Recycling Event.
- Chief Lape summarized the grant application process for the Police body cameras.
  - Mrs. Jordan asked if only \$7,000 of the Township budgeted funds would be used for the cameras.
  - Chief Lape explained the two-year cost for the body cameras is \$25,000, and that with the \$18,800 approved grant there would be excess budgeted funds.
- Mr. Forbes thanked Chief Lape, Police Officers, and Mr. Payne for handling and resolving the animal complaint on Deer Creek Road.

**PUBLIC WORKS FOREMAN’S REPORT**

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of March 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
  - 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. Bids were opened for cold mix asphalt paving project and bid results will be provided to the Board for possible consideration at their meeting on 21 April 2021.
  - Bairdford Park – Preliminary design and cost estimating was performed for various features and improvements to the park for a DCNR Grant application.

### 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 spoke of the DCNR Grant for improvements to the Park. He reported the renovation is to upgrade the basketball and tennis court area. He added that this includes the addition of pickleball nets, deck hockey, new pavilion, new parking lot, new bleachers, and adding to the B1 Ballfield where the previous retaining wall was built.

Mrs. Jordan voiced her excitement for the Township potentially receiving this grant to improve the area for the children to use. She thanked Mr. Shoup and his sister for their assistance with the grant process.

Mr. Karpuzi asked for the park renovation investment total for the 2021 year.

Mr. Mator answered for this year total amount is \$300,000 but next year 2022 – with grant approval – would be a total of \$800,000.

## **BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT**

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

Mrs. Jordan asked if the February salvage yard issues have been resolved.

Mr. Payne responded half have been completed.

Mrs. Jordan requested the salvage yard updates be included in Mr. Payne's next monthly report.

## **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 thanked Mrs. Jordan and her son for their help with the Easter Bunny event. She reported Farmers Market events have been canceled due to the lack of interest from the local farmers. Mrs. Stark added that the Food Truck Event is 27 May 2021 with the following food trucks attending: ice cream, lobster, hotdog, smokehouse, and taco. She suggested that if this event is a big hit maybe Parks & Recreation could add this to the monthly or every other

month schedule. Mrs. Stark discussed Fall Festival Event with Chief Lape and Sergeant Loper, the event date was set for Saturday, October 16, 2021.

Chief Lape mentioned the plan was to still have the Cancer 5K Walk/Run in the morning with the festival following and then fireworks display to end the day. He added there was a need for pumpkins to be donated, possibly from a local farm for the pumpkin decorating contest.

Mrs. Stark commented there will be tables available for local crafters and local organizations to rent.

Chief Lape added the tables will be rented at a reduced rate to help the community members who are struggling financially.

Further discussion was held.

### **CDC STEERING COMMITTEE REPORT**

Mr. Karpuzi spoke for Mr. Majernik and reiterated the Committee report from last month.

### **ADOPTION: RESOLUTION NO. 2021-5 (EMERGENCY MANAGEMENT COORDINATOR APPOINTMENT)**

#### RESOLUTION NO. 2021-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, REQUESTING THE APPOINTMENT OF MICHAEL J. SHURINA AS EMERGENCY MANAGEMENT COORDINATOR FOR THE TOWNSHIP OF WEST DEER.

Mrs. Jordan pointed out Chief Lape recommended Sergeant Shurina for the Emergency Management Coordinator position.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-5 requesting the appointment of Michael J. Shurina as Emergency Management Coordinator for the Township of West Deer. Motion carried unanimously 5-0.

### **ADOPTION: RESOLUTION NO. 2021-6 (INVESTMENT MANAGER APPOINTMENT)**

#### RESOLUTION NO. 2021-6

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPOINTING MANNING & NAPIER ADVISORS, LLC, TO PROVIDE ASSET MANAGEMENT AND INVESTMENT ADVISORY SERVICES FOR THE TOWNSHIP'S POLICE PENSION PLAN AND MUNICIPAL EMPLOYEES PENSION PLAN.

Mr. Forbes gave kudos to all involved with the process of reviewing the Township Pension Plans. He reported that even with maintaining the same investment firm the re-evaluation of the plans resulted in lowering the fee cost to the Township and receiving nice presentations from the advisors.

Mr. Karpuzi asked how much the Township will be saving.

Mr. Mator responded that the rate of return for this year will save the Township \$30,000.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-6 appointing Manning & Napier Advisors, LLC, to provide Asset Management and Investment Advisory Services for the Township's Police Pension Plan and Municipal Employees Pension Plan. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-7 (PENSION PLAN ADMINISTRATOR APPOINTMENT)**

RESOLUTION NO. 2021-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, RATIFYING THE APPOINTMENT OF TOWNSHIP MANAGER DANIEL J. MATOR, JR. AS PENSION PLAN ADMINISTRATOR.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution 2021-7 ratifying the Appointment of Township Manager Daniel J. Mator, Jr. as Pension Plan Administrator. Motion carried 5-0.

**ADOPTION: RESOLUTION NO. 2021-8 (OAKWOOD HEIGHTS SEWAGE PLANNING MODULE)**

RESOLUTION NO. 2021-8

RESOLUTION 2021-8 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE OAKWOOD HEIGHTS SUBDIVISION PLAN LOCATED AT ASHLEY ROAD, GIBSONIA, PA IN THE R-RURAL ESTATE ZONING DISTRICT.

Mr. Shoup summarized the Sewage Planning Module.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution No. 2021-8 approving the PA DEP Sewage Facilities Planning Module for the Oakwood Heights Subdivision Plan. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-9 (CONSTRUCTION MANAGER AGREEMENT)**

RESOLUTION NO. 2021-9

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 CONSTRUCTION MANAGER AGREEMENT WITH AIMS GROUP, INC.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-9 approving and authorizing the execution of a Construction Manager Agreement with AIMS Group, Inc. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-10 (HR- PERSONNEL POLICIES AND PROCEDURES AGREEMENT)**

RESOLUTION NO. 2021-10

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 HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO REVIEW AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL.

Mr. Karpuzi summarized the HR Personnel Policies and Procedures agreements.

Mr. Forbes thanked Mr. Mator for organizing and the Board for the approving the reviewing of these policies and procedures.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-9 approving and authorizing the execution of a Human Resources Consultant Agreement with East Coast Risk Management to review and update the Personnel Policies and Procedures Manual. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-11 (HR – SALARY PLAN AGREEMENT)**

RESOLUTION NO. 2021-11

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 HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO STUDY AND CREATE A FORMAL WEST DEER TOWNSHIP SALARY PLAN.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-11 approving and authorizing the execution of A Human Resources Consultant Agreement with East Coast Risk Management to study and create a formal West Deer Township Salary Plan. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-12 (HR – ORGANIZATIONAL ASSESSMENT AGREEMENT)**

RESOLUTION NO. 2021-12

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 HUMAN RESOURCES CONSULTANT AGREEMENT WITH THE ALLEGHENY LEAGUE OF MUNICIPALITIES TO PERFORM AN ORGANIZATIONAL ASSESSMENT OF WEST DEER TOWNSHIP.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-12 approving and authorizing the execution of A Human Resources Consultant Agreement with the Allegheny League of Municipalities to perform an Organizational Assessment of West Deer Township. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2021-13 (ZONING CODE REVIEW CONSULTANT AGREEMENT)**

RESOLUTION NO. 2021-13

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 ZONING CODE REVIEW CONSULTANT AGREEMENT WITH ENVIRONMENTAL PLANNING & DESIGN, LLC.

Mr. Karpuzi summarized the reason for the Zoning Code Review.

Mrs. Jordan added it was worth noting that a lot of the codes are out of date so review is not just regular housekeeping but it is necessary.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-13 approving and authorizing the execution of a Zoning Code Review Consultant Agreement with Environmental Planning & Design, LLC. Motion carried unanimously 5-0.

**AUTHORIZATION: ADVERTISEMENT OF 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 SEVERABILITY.

Mrs. Jordan thanked Chief Lape for taking the time – along with Sergeant Loper – to complete this Ordinance.

Motion by Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 446 as presented. Motion carried unanimously 5-0.

**AUTHORIZATION: STREAMBANK ENGINEERING**

As part of the Township’s MS4 Stormwater Program, the Board of Supervisors budgeted funds for Streambank Restoration. As this project requires separate accounting and tracking, Township Engineer Shoup Engineering provided a separate proposal for this specific project.

Mr. Shoup summarized the MS4 Stormwater Program.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to authorize the Streambank Restoration Project Engineering to Shoup Engineering in the amount of \$9,250.00. Motion carried unanimously 5-0.

**AWARD: 2021 ROAD PROGRAM**

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2021 Road Program.

The project was advertised, and sealed bids were received until 1:30 p.m. on Wednesday, 14 April 2021, at which time they were opened and read aloud.

**Contract 21-02** – work will consist of the installation of cold mix FB modified binder leveling course with CMS-2 emulsion, base repair and other miscellaneous work on three (3) Township roads totaling approximately 21,640 feet. Alternate bids for similar work will also be received for two (2) other Township roads. (A portion of Logan Road and Shuster Road)

Mr. Shoup reiterated the reason for rebidding Contract 21-02. He recommended to award the contract to Youngblood Paving Inc.

Mr. Mator reported that Mr. Olar requested to extend the portion of Logan Road being repaired. He added that the request could possibly be on the May agenda.

Mrs. Jordan acknowledged Logan Road needing repaired.



Mr. Karpuzi requested an estimate of when all the Township roads will be completed.

Mr. Shoup responded that March 2020, a map was prepared but due to the pandemic the map never made it to the Board.

Mr. Karpuzi asked for the map to be added to May agenda discussions.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to award the 2021 Road Program cold mix asphalt paving contract No. 21-02 to Youngblood Paving, Inc. in the amount of \$811,895.00 for the base bid, and in the amount of \$320,602.50 for the two alternate bids. Motion carried unanimously 5-0.

**TOTAL OF 2021 ROAD PROJECT APPROVED: \$1,294,858.50**

**DISCUSSION: COMMUNICATIONS CONSULTANT**

Mr. Karpuzi explained that previously the delivery of Township issues was focused more on the push method for delivery instead of the pull method. He felt that slowly the Township is going to the push method. Mr. Karpuzi reported the current Township communication is delivered by social media, Township website, and the emergency text service.

**DISCUSSION: ENVIRONMENTAL ADVISORY COMMITTEE**

Mr. Karpuzi reported this subject is not ready to be discussed.

**DISCUSSION: ZONING HEARING BOARD ALTERNATE**

Mr. Payne reported the proposed gas wells will be brought to the Board for discussion. He stated there is talk of needing variances, which may cause conflicts of interest with some Zoning Hearing Board members. Mr. Payne stated he discussed the matter with Mr. Robb, who agreed to advertising for two more alternate Zoning Hearing Board members.

Mr. Karpuzi asked if the Board supported to continue pursuing Zoning Hearing Board alternates.

Mr. Robb recommended being open to filling the alternate positions instead of waiting for a variance application to come in.

More discussion was held.

**OLD BUSINESS**

- Mrs. Jordan reported there were no dumpsters at Nike Site.
- She added that she spoke with the baseball and softball organizations. They would be holding an opening day parade, and she advised them to park by the Public Works Building instead of volleyball area since the ground was wet. Mrs. Jordan requested that the Public Works block off any areas that no one should park on.
  - Mr. Mator responded that he had Mrs. French reach out to have dumpsters delivered prior to any sporting events, and that he would discuss the parking situation with Mr. Olar.

- Mr. Karpuzi requested an update on Cohen Law Group.
  - Mr. Mator responded that the Township entered into an agreement with Cohen Law Group to extend broadband service and telecommunications in the Township. He added that in his last report to the Board of Supervisors, he stated that Mr. Cohen sent letters to three carriers – AT&T, Verizon and T-Mobile – and two companies that put up the towers. Mr. Mator informed the Board that as of the time of the meeting, four of them have responded. Mr. Mator explained the Township will be receiving stimulus funds from the American Rescue Plan that can be used for broadband service. He mentioned a meeting will be scheduled with Chairman Karpuzi, Mr. Cohen, and himself to discuss the recommended approach.

**NEW BUSINESS**

Mr. Karpuzi reported Mr. Forbes and Mrs. Jordan spearheaded the meetings for Public Safety partners and he suggested the potential benefit reaching out to the DCED to have fire and emergency service studies completed.

**ADJOURNMENT**

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adjourn the meeting at 8:26 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager