

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Beverly Jordan, Vice Chair; 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 and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi reminded everyone of COVID safety and added he hopes to see normalcy with in-person meetings soon.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to accept the minutes of the 20 January 2021 meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

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

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	887,875.13	887,875.13	12.35%
Expenditures	340,815.29	340,815.29	4.74%
Cash and Cash Equivalents:			
Sweep Account		<u>690,996.40</u>	<u>690,996.40</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted 34,978.43

Fire Tax Fund:

Restricted 24,111.65

State/Liquid Fuels Fund:

Restricted 128,181.80

187,271.88

Investments:

Operating Reserve Fund:

Reserved 1,009,479.87

Capital Reserve Fund:

Reserved 1,485,719.94

2,495,199.81

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 1/31/21

3,373,468.09

Interest Earned January 2021

9,751.14

Mars National - VFC #3

\$125,366.77

**December
Principal
Payment**

\$2,607.94

**1/31/2021
Debt Balance**

\$123,062.23

NexTier Bank VFC #2

\$407,852.56

\$2,680.96

\$406,487.89

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.

JANUARY LIST OF BILLS

Hei-Way, LLC	379.38
Roadsafe Traffic Systems	2182.00
Tristani Brothers, Inc	2087.47
Stephenson Equipment, Inc	603.33
Jordan Tax Service, Inc	1217.69
MRM Workers’ Comp Fund.....	20145.00
Amerikohl Aggregates, Inc.....	2599.83
Amerikohl Transport, Inc	1140.13
Kress Tire	2212.00
Best Wholesale Tire Co. Inc	584.75
Toshiba Financial Services	494.11

Office Depot	556.74
Bearcom.....	1059.69
Tucker/Arensberg Attorneys	3538.00
Shoup Engineering Inc	659.50

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 January 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 January 2021. A copy of the report is on file at the Township Building.

Mrs. Jordan expressed her appreciation of the Public Works employees for taking care of the Township roads during the winter season.

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.

Mrs. Jordan asked if there has been any further discussion about repairing the pavilion.

Mr. Mator stated that he has a scheduled meeting with Mr. Shoup and will put discussed information in his Friday report to the Supervisors.

MUNICIPAL SEPARATE STORM SEWER (MS4) ANNUAL REPORT

Mr. Shoup explained the Township’s existing Municipal Separate Storm Sewer System (MS4) permit to the Board and the public. He outlined the requirements included under the DEP approved Pollution Reduction Plan for the Township, which included that the stream restoration work must occur. Mr. Shoup summarized each of the six Minimum Control Measures (MCMS) required of the Township under the MS4 permit and some of the items being addressed under each MCM.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported the committee met in January and will soon report back to the Board with a proposal.

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. Karpuzi requested Ordinance to be tabled.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to table the adoption of Ordinance No. 440 prohibiting the parking of vehicles on certain municipal streets. Motion carried unanimously 4-0.

ADOPTION: 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 emphasized how glad she was that the leases have been completed. She thanked Mr. Robb and Mr. Mator for their work in completing them.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 441 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Baseball Association. Motion carried unanimously 4-0.

ADOPTION: 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.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Ordinance No. 442 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Football Association. Motion carried unanimously 4-0.

ADOPTION: 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.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Ordinance No. 443 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Lacrosse Association. Motion carried unanimously 4-0.

ADOPTION: 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.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 444 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Soccer Association. Motion carried unanimously 4-0.

ADOPTION: 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 adopt Ordinance No. 445 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Softball Association. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2021-2 (DUI GRANT APPLICATION)

Resolution No. 2021-2 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. The grant is for two years (2020 – 2021 and 2021 – 2022). This resolution was for the second year.

The West Deer Township Police Department is the coordinating department for the North Hills DUI Task Force.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-2 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. Motion carried unanimously 4-0.

AUTHORIZATION: 2021 ROAD PROGRAM ADVERTISEMENT

Attached is the Township Engineer's recommended road list for the 2021 Road Improvement Project.

Mr. Shoup gave detailed description of the 2021 Road Program.

Mr. Karpuzi asked for an explanation for the decreased number of roads on the list from previous years.

Mr. Shoup explained the number of roads decreased due to the overall mileage being increased.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the Township Engineer to advertise and solicit bids for the 2021 Road Improvement Project. Motion carried unanimously 4-0.

AUTHORIZATION: EASTVIEW FARMS PRELIMINARY SUBDIVISION PLAN

The Planning Commission recommended approval of the Eastview Farms Preliminary Subdivision Plan at their 17 December 2020 meeting.

Property Location: Bakerstown-Culmerville Road
Zoning District: R-1 Rural Residential

Seventeen-Lot Subdivision:
Lots to measure 21,780 sf
Total parcel to measure 17.54 acres

The Planning Commission recommended approval of the Eastview Farms – Bakerstown-Culmerville Road Plan of Lots subject to following conditions:

1. All requirements from Shoup Engineering letters dated 16 December 2020 and 14 January 2021 shall be met.
2. One fire hydrant is needed.
3. Cluster boxes for the post office will be needed.
4. Lighting, landscaping and specific land development standards will be discussed and recommended at final approval of the land development application.

Mr. Victor from Victor-Wetzel Associates, stated that the clustering subdivision included seventeen lots that are to be broken down into two phases (Phase I has fifteen lots and Phase II has two lots). He added that the curb cut onto Bakerstown-Culmerville Road has been approved by PennDOT.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the preliminary subdivision of the Eastview Farms Plan of Lots as per the recommendation by the Planning Commission with the conditions previously mentioned. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE AND FINANCING OF POLICE SUVS

The Township received the attached quote from Laurel Ford for two 2021 Ford police interceptor SUVs at a cost of \$46,987.56 and \$47,474.56. This includes the upfit cost from Team Force.

Laurel Ford is a participant in the PA Costars Purchasing Program.

It was explained that one vehicle purchase is not in the 2021 budget. In 2020 a new vehicle was purchased as a regular patrol vehicle but the K-9 vehicle had to be replaced immediately due to a mechanical failure. The 2020 vehicle was then switched to the K-9 unit. The first year payment will be taken from the Police Special Programs account (K-9 funds). Years two and three will be placed in the 2022 and 2023 budget.

Also attached are the financing proposals, which come in as follow:

<u>NAME</u>	<u>RATE</u>
Laurel Capital Corporation	2.49%
F.N.B. Commercial Leasing	3.15%
911 Leasing.Com	3.77%
Leasing Consultant	3.84%

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the purchase of two 2021 Ford police interceptor SUVs from Laurel Ford in the amount of \$46,987.56 and \$47,474.56, and to obtain three-year lease/purchase financing through Laurel Capital Corporation at the rate of 2.49%. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE AND FINANCING OF PUBLIC WORKS F-550

The Township budgeted for a Ford Super Duty Dump Truck. A quote was attached for one truck with equipment from Suppes Ford under the PA Costars contract.

The quote is for a new 2021 F-550 Chassis 4x4 SD regular cab with plow and salt spreader at a cost of \$81,521.00.

Also attached are the financing proposals, which come in as follow:

<u>Name</u>	<u>Rate</u>
Laurel Capital Corporation	2.54%
F.N.B. Commercial Leasing	3.15%
911 Leasing.Com	3.77%
Leasing Consultants	3.84%

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one new 2021 Ford Super Duty dump truck as quoted in the total amount of \$81,521.00 , and to obtain five-year lease/purchase financing through Laurel Capital Corporation at the rate of 2.54%. Motion carried unanimously 4-0.

AUTHORIZATION: SALE OF MACK TRUCK

The Township advertised for the sale of the 1999 Mack R-Series ten-ton dump truck with salt spreader, and plow.

Sealed bids were received and opened on 9 February 2021 at 1:30 pm.

The following two bids were received:

- 1) Tracy Adamik/A&H Development.....\$ 14,590.00
- 2) William S. Moretti.....\$ 6,315.51

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the sale of the 1999 Mack R-Series ten-ton dump truck to Tracy Adamik/A&H Development in the amount of \$14,590.00 as-is condition. Motion carried unanimously 4-0.

DISCUSSION: DEER LAKES YOUTH BASEBALL FENCING PROPOSALS

Mrs. Jordan outlined to the Board the fencing proposal request - by the Deer Lakes Youth Baseball - asking the Township to help them financially to rectify previously discussed safety concerns at the baseball fields. She recommended paying \$6,000.

Further discussion was held.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to pay Ford Fencing \$6,000.00 to place new fencing on B5 Ballfield and to repair fence gates at B1, B3 and B5 Ballfields. Motion carried unanimously 4-0.

OLD BUSINESS

- Mrs. Hollibaugh asked if a discussion was going to be held concerning the letter from Tax Collector Dorothy Bonovitz requesting an increase in the wage of the tax collector.

Mr. Mator explained that per state law, Mrs. Bonovitz's request required an ordinance passed by the Board at their January Regular Business Meeting. He stated her request was received in February – past the deadline – so after a conversation was held with Mr. Robb, it was confirmed that the request had to be turned down.

- Mr. Karpuzi asked Mr. Mator for an update on the Cohen Law Group's study of the Township's Wi-Fi connectivity.

Mr. Mator reported receiving a letter to review from Mr. Cohen that explained Townships' reasoning for requesting to expand Wi-Fi coverage throughout West Deer. He stated this letter also included a color coded map – which indicated the Township locations requesting increased Wi-Fi connection. Mr. Mator added letters will be mailed out next week to the cellular companies.

NEW BUSINESS

- Mr. Karpuzi requested a Public Safety Committee Meeting to be scheduled to discuss the changes within the EMA and any potential recommendations so they can be brought to the Board.
- Mrs. Jordan pointed out the ice skating rink at the park was open, was great for the kids, and was being used.
- Mrs. Jordan informed the Board and public of the upcoming scheduled Parks and Recreation spring/summer events – food trucks, movies in the park, and farmers market – as long as COVID regulations permit them. She added she is looking forward to the events.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 7:49 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager