

West Deer Township
Board of Supervisors
17 March 2021
7:00 p.m.

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

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi announced that there is a Public Forum Meeting scheduled for Monday, March 22nd and invited anyone to join to discuss Township issues.

ACCEPT MINUTES

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

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
28 February 2021

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	394,588.14	1,282,463.27	17.85%
Expenditures	384,892.86	725,708.15	10.10%
Cash and Cash Equivalents:			
Sweep Account		<u>691,585.13</u>	<u>691,585.13</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted 28,909.61

Fire Tax Fund:

Restricted 13,152.72

State/Liquid Fuels Fund:

Restricted 18,580.81

60,643.14

Investments:

Operating Reserve Fund:

Reserved 1,009,496.19

Capital Reserve Fund:

Reserved 1,485,720.74

2,495,216.93

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 1/31/21

3,247,445.20

Interest Earned January 2021

25.07

	2/1/2021 Debt Balance	February Principal Payment	2/28/2021 Debt Balance
Mars National - VFC #3	\$123,108.11	\$2,607.94	\$120,849.45
NexTier Bank VFC #2	\$406,487.89	\$2,680.96	\$405,118.97

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 5-0.

FEBRUARY LIST OF BILLS

Amerikohl Aggregates Inc.....	1267.97
Amerikohl Transport Inc	551.13
Bearcom.....	292.47
Best Wholesale Tire Co. Inc	754.58
Hei-Way, LLC.....	891.51
Jordan Tax Service Inc	1860.28
Kress Tire	982.00
Mark C. Turnley	4800.00
Office Depot	509.53
Roadsafe Traffic Systems.....	575.00

Shoup Engineering Inc	1154.50
Stephenson Equipment Inc	238.28
Toshiba Financial Services	1163.83
Tristani Brothers Inc	2692.17
Tucker/Arensberg Attorneys	2519.50

MOTION BY Supervisor Mann 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 on the Police Department for the month of February 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 February 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
 - Mr. Shoup reported that bid documents and specifications had been prepared, and bids had been let for the project. He added that bid results would be provided at the Board of Supervisor’s 17 March 2021 meeting.

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 14 January 2021.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT

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

Mr. Payne announced the Zoning Hearing Board was having a Zoom meeting on Thursday, March 18th.

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 reported that there would be no Easter egg hunt this year due to COVID-19, but that – as happened last year – the Easter Bunny would be driving around to the different neighborhoods (weather permitting) the last week of March. She added that Parks and Recreation volunteers would be tossing candy and the Easter Bunny’s locations would be posted on social media.

Mr. Karpuzi thanked Mrs. Jordan for helping with the Easter Bunny event.

Mrs. Stark announced a Hunters/Trappers Safety Course is scheduled for 31 July 2021 from 8:00am to 4:00pm and would be at the Bairdford Park Pavilion. She brought up not having Community Days this year due to safety concerns, but – after speaking with Chief Lape – there may be a possibility of organizing a Fall Festival. She stated the Fall Festival would be a hybrid of the Community Days event and an Oktoberfest event, and asked the Board for approval to proceed with organizing the Fall Festival event.

Mrs. Jordan questioned what the budget would look like.

Mrs. Stark answered she was uncertain since the event could possibly be for a single day as opposed to a whole weekend like Community Days.

Mrs. Jordan, Mrs. Hollibaugh, and Mr. Karpuzi expressed support for moving forward with the Fall Festival planning.

Mr. Karpuzi asked if the Food Truck Event scheduled for 27 May 2021 is finalized.

Mrs. Stark responded that five food trucks had been confirmed for the event. She stated the event would be held at the Nike Site. She reported no alcohol would be permitted, and that social distancing and mask signs would be posted.

Mr. Karpuzi questioned the progress of the Farmers Market events that are scheduled for the first Thursday of every month May through September.

Mrs. Stark answered the committee was still working on it. She reported six or seven vendors seemed interested in the event.

More discussion was held.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported the community members have given some good feedback, and that the Committee had finalized their mission statement (which will be shared with the Board). He stated the Committee members had contacted other CDC Committees with whom to collaborate once the nonprofit entity is formed.

PENSION MANAGER INTERVIEWS

The Township’s current pension manager is Manning & Napier. Though the Township has been pleased with their performance, the Board created a committee to evaluate and compare their services with other providers.

The Committee went through a proper, legal request for proposal process, and ultimately recommended two firms to be interviewed: 1) Manning & Napier and 2) C.S. McKee.

The Board and Committee members interviewed the two firms during the meeting, and it was announced that the Board would likely vote to make an award at their April Regular Business Meeting.

First, Mr. David Immonen from Manning & Napier outlined their background, summarized what they have done for the Township as the current pension manager and added what their plans were for the Township in the future.

Next, Mr. Shane Nickolich from C.S. Mckee stated their qualifications and summarized their plans for the Township in the future. if selected.

The Board and Committee asked follow-up questions.

ADOPTION: RESOLUTION NO. 2021-3 (VACANT PROPERTY PROGRAM)

Resolution No. 2021-3

A Resolution of the Board of Supervisors of the Township of West Deer confirming that the acquisition and subsequent disposition of a parcel of vacant property known as block and lot number 1668-H-352 is in accordance with the Comprehensive Plan of the Municipality.

Property Location: Hemlock Street Bairdford, PA 15006

Mr. Payne reported the parcel is being acquired by a neighbor for a side yard.

Mrs. Jordan questioned who do the residents purchase the property from.

Mr. Payne explained the Vacant Property Program is through Allegheny County but the Township facilitates it. He mentioned if residents have any questions or are interested in purchasing/acquiring vacant property to contact Code Enforcement office.

Mrs. Jordan asked if this program will put the property back on the tax roll.

Mr. Payne agreed and stated this program is an alternative to a sheriff's sale.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-3 confirming that the acquisition and subsequent disposition of a parcel of vacant property known as block and lot number 1668-H-352 is in accordance with the comprehensive plan of the municipality. Motion carried unanimously 4-0. Mr. Forbes stepped out and was not present for the vote.

ADOPTION: RESOLUTION NO. 2021-4 (C2P2 GRANT AUTHORIZATION)

Resolution No. 2021-4

Resolution No 2021-4 authorizes the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for the Bairdford Park portion of the West Deer Township Master Park Plan.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution No. 2021-4 authorizing the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for the Bairdford Park Portion of the West Deer Township Master Park Plan. Motion carried unanimously 4-0. Mr. Forbes stepped out and was not present for the vote.

AUTHORIZATION: ADVERTISEMENT OF PUBLIC HEARING (3-5 OAK STREET DEMO)

Lot/Block #: 1361-S-365

Owner: Arlene D. Palmer

Mr. Payne inspected the property and determined – pursuant to Chapter 90 of the Township Code – that the structure is in a dangerous condition, and that it constitutes a public nuisance and should be demolished. The house is in

violation of the International Building Code and Article VI of the Allegheny Health Department Rules and Regulations.

The Board was advised that the needed to set a Public Hearing in order to make a determination as to whether to authorize the demolition. The Code Enforcement Officer, property owner, and any other interested parties would have the opportunity to present testimony and evidence at the hearing.

Mrs. Jordan questioned if the structure in question was the same blue house that the Board had discussed in the past.

Mr. Payne answered affirmatively, and reported the owner signed off on the demolition, but that the mortgage holder had been uncooperative.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to authorize the advertisement of the public hearing for the demolition of the 3-5 Oak Street scheduled on 21 April 2021 at 6:30pm. Motion carried 4-0. Mr. Forbes stepped out and was not present for the vote.

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 Monday, 15 March 2021, at which time they were opened and read aloud.

Contract 21-01 – work consists of profile milling, installation of hot mix super pave binder and wearing courses, base repair, inlet adjustment and other miscellaneous work on Two (2) Township roads totaling approximately 1,240 feet in length.

Contract 21-02 – work will consist of the installation of cold mix FB modified binder leveling course, 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.

Contract 21-03 – work will consist of the application of a double bituminous seal coat on two (2) Township roads totaling approximately 8,800 feet in length.

Mr. Shoup reported the bids were opened the previous Monday afternoon. He alerted the Board to issues with Contract 21-02 and recommended the Board reject all bidders and rebid for the April meeting. Mr. Shoup recommended the award of Contracts 21-01 and 21-03 to Youngblood Paving, Inc.

Mr. Karpuzi asked if there were complications with Youngblood Paving, Inc. in the past.

Mr. Shoup responded that there have been no issues with Youngblood Paving, Inc.

CONTRACT 21-01 HOT MIX ASPHALT

Base Bid: Lawrence Court and Quail Ridge Court

<u>BIDDERS:</u>	<u>BASE BID</u>
Youngblood Paving, Inc.	\$89,081.00
A. Liberoni, Inc.	\$92,166.90
Mele & Mele & Sons Inc.	\$92,657.50
Shields Asphalt Pavingc.	\$96,762.76
Tresco Paving Corporation	\$97,147.50

El Grande Industries, Inc.	\$105,896.00
C. H. & D Enterprises, Inc	\$111,122.50
A. Folino Construction, Inc.	\$116,225.00
Protech Asphalt Maintenance, Inc.	\$122,341.30

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to award the 2021 Road Program Hot Mix Asphalt Paving Contract 21-01 to Youngblood Paving, Inc. in the amount of \$89,081.00 for the Base Bid. Motion carried unanimously 5-0.

CONTRACT 21-02 COLD MIX ASPHALT

<u>BIDDERS:</u>	<u>BASE BID:</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
	<u>Rittman Rd, Glasgow Rd, & Donaldson Rd</u>	<u>Shuster Rd</u>	<u>Logan Rd (portion)</u>
Mele & Mele & Sons, Inc.	\$719,895.00	\$267,725.00	\$23,995.00
A. Folino Construction, Inc.	\$782,148.00	\$289,766.00	\$22,876.00
Youngblood Paving, Inc.	\$828,010.00	\$305,892.50	\$25,790.00
Russell Standard	\$995,795.00	\$373,152.50*	\$30,265.00
Tresco Paving Corporation	Submitted Bid with Alternate Specification		

***Calculation Error in Bid Submittal**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to reject all bids and readvertise for the Cold Mix Asphalt Paving Contract 21-02. Motion carried unanimously 5-0.

CONTRACT 21-03 DOUBLE BITUMINOUS SEAL COAT

Base Bid: McKrell Road and Bairdford Park Driveway

<u>BIDDERS:</u>	<u>BASE BID</u>
Youngblood Paving, Inc.	\$73,280.00
Russell Standard Corporation	\$82,875.00

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to award the 2021 Road Program Double Bituminous Seal Coat Contract 21-03 to Youngblood Paving, Inc. in the amount of \$73,280.00 for the Base Bid. Motion carried unanimously 5-0.

Mr. Karpuzi questioned if the total cost of the 2021 Road Program would come in under budget.

Mr. Shoup stated he anticipated being under budget, and that he believes both alternate bids in Contract 21-02 could be awarded.

TOTAL OF 2021 ROAD PROJECT APPROVED (NOT INCLUDING CONTRACT 21-02): \$162,361.00

DISCUSSION: COMMUNICATIONS CONSULTANT

Mr. Karpuzi reported funds had been allocated in the budget for a Communications Consultant. He stated Mr. Mator had begun the process of reaching out for bids from firms/agencies and that updates would be discussed at the April Regular Business Meeting.

OLD BUSINESS

- Chief Lape reported that last year the Police Department applied for a body camera grant and was approved for \$18,500. He stated the total cost needed for the cameras is \$40,000 which includes a three-year maintenance program. Chief Lape mentioned the cost to the Township for the first two years would be \$10,000 after grant.

Mrs. Jordan questioned if there was money budgeted for this year for the body cameras.

Chief Lape responded that \$17,000 was budgeted. He requested the advertisement and approval of the program policies be added to the April and May Regular Business Meeting Agendas. Chief Lape reported once policies are approved by the Board, they will be submitted to finalize the grant approval which has a deadline of June 2021.

- Mr. Forbes announced there would be a Public Safety Committee meeting on Tuesday, 23 March 2021 at 3:00pm that Mrs. Jordan and himself would be attending.

- Mrs. Jordan reported a meeting planned for next week that she would be attending with Mr. Shoup and Mr. Mator to discuss the next phase of the Park Master Plan, including the pavilion. She stated that Mr. Mator would include what was discussed in his report to the Board.

- Mr. Karpuzi asked for expected timeline for Zoning Ordinance revisions.

Mr. Robb stated it was an agenda item for the Planning Commission meeting being held Thursday, 25 March 2021. He reported he was currently reviewing the items to make his recommendation to the Planning Commission. Mr. Robb stated it could be brought to the Board in April or May.

Mr. Payne agreed with Mr. Robb, and reported there were revisions and other small items still being worked out.

More discussion was held.

- Mr. Karpuzi mentioned that the Board had budgeted additional code enforcement help for the busier summer months, and questioned if this was on track.

Mrs. Jordan asked if the budgeted amount was for code enforcement or for building inspections.

Mr. Payne stated that he and Mr. Mator had discussed the potential needs back in fall, and would again discuss the matter in an effort to provide the Board with options.

NEW BUSINESS

Mrs. Jordan requested feedback on the pension presentations from the Pension Plan RFP Committee, and stated she was looking for guidance before the voting next month.

Mr. Mator stated the Committee would be holding another meeting to discuss the interviews, and to make a formal recommendation to the Board.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:44 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager