

West Deer Township
Board of Supervisors
Summary April 21, 2021
7:00 p.m.

Members present: Arlind Karpuzi, Chairman; Beverly Jordan, Vice Chair; Brandon Forbes; Shirley Hollibaugh and Jennifer Mann.

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

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

LIST OF BILLS

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.

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

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)

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)

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)

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)

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)

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)

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)

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)

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)

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

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

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 \$3320,602.50 for the two alternate bids. Motion carried unanimously 5-0.

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.