

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present were: Beverly Jordan, Chairperson; Shirley Hollibaugh, Vice Chairperson; Vernon Frey; and James Smullin. Member absent: David Harrison. Also present were: Daniel Mator, Township Manager; Joseph Shook, Assistant Township Manager; Gavin Robb, Township Solicitor; and Sandy Nelko of Shoup Engineering.

OPEN REGULAR BUSINESS MEETING

Chairperson Jordan opened the meeting and welcomed everyone to the meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

- None

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 19 October 2022 regular business meeting and 9 November 2022 special meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT

31 October 2022

I - GENERAL FUND:

| | <u>October</u> | <u>YTD</u> | <u>% of Budget</u> |
|---------------------|-----------------------|-------------------|---------------------------|
| Revenues | 274,401.65 | 7,857,816.63 | 87.15% |
| Expenditures | 372,326.69 | 6,402,688.91 | 71.01% |

Cash and Cash Equivalents:

Sweep Account

989,144.36

989,144.36

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

79,831.50

Fire Tax Fund:

| | | |
|---------------------------------|-------------------|-------------------|
| Restricted | 45,968.55 | |
| State/Liquid Fuels Fund: | | |
| Restricted | <u>195,941.03</u> | 321,741.08 |

| | | |
|--------------------------------|-------------------|---------------------|
| Investments: | | |
| Operating Reserve Fund: | | |
| Reserved | 776,417.61 | |
| Capital Reserve Fund: | | |
| Reserved | <u>964,764.41</u> | 1,741,182.02 |

III - CAPITAL PROJECT FUNDS:
Cash and Cash Equivalents:

| | | |
|--|-------------|-------------|
| | <u>0.00</u> | 0.00 |
|--|-------------|-------------|

| | | |
|------------------------------------|--|----------------------------|
| TOTAL CASH BALANCE 10/31/22 | | <u>3,052,067.46</u> |
|------------------------------------|--|----------------------------|

Interest Earned October 2022

2206.97

| | 10/1/2022 Debt Balance | October Principal Payment | 10/31/2022 Debt Balance |
|-------------------------------|-----------------------------------|--|------------------------------------|
| Mars National - VFC #3 | \$75,982.95 | \$2,607.94 | \$73,593.36 |
| NextTier Bank VFC #2 | \$377,739.96 | \$2,680.96 | \$377,238.68 |

Restricted – Money which is restricted by legal or contractual requirements.
 Reserved – Money which is earmarked for a specific future use.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the Finance Officer’s Report as submitted. Motion carried unanimously 4-0.

OCTOBER LIST OF BILLS

| | |
|----------------------------------|----------|
| Air-Vac Inc..... | 3800.00 |
| Amerikohl Aggregates Inc..... | 1613.10 |
| Amerikohl Transport Inc | 1313.06 |
| Bearcom..... | 292.47 |
| Best Wholesale Tire Co. Inc..... | 792.46 |
| Hei-Way, LLC..... | 321.53 |
| Jordan Tax Service, Inc | 107.93 |
| Kress Tire | 3226.88 |
| MRM Workers’ Comp Fund | 27003.78 |
| Northeast Paving..... | 762.08 |
| Office Depot | 224.34 |
| Shoup Engineering Inc | 3343.75 |
| Toshiba Financial Services..... | 503.89 |
| Tucker/Arensberg Attorneys..... | 4330.75 |

MOTION BY Supervisor Frey 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 4-0.

POLICE CHIEF'S REPORT

Chief Bob Loper was present and provided a summary report of Police Department activities for the month of October 2022. 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 October 2022. 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.

Projects

- Municipal Building Project
 - Based on initial concept planning by HHS DR architects, preparation of a grading plan and storm sewer plan have been prepared. Work on the stormwater management plan has also been initiated.

Development/Subdivision Review -The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- None

PLANNING & ZONING COMMUNITY DEVELOPMENT DIRECTOR REPORT

The Board received the Planning & Zoning Community Development Director Report for the month of October 2022. A copy of the report is on file at the Township Building.

Mr. Frey asked who was handling this department.

Mr. Mator responded that depending on the situation, it was either Mr. Shook, the Police Department, or Mrs. Moyta.

Mrs. Jordan questioned if the Township received any job applications for the Code Enforcement Officer position and wanted to know when the interviews would begin.

Mr. Mator answered in affirmative, and reported the interviews were scheduled for the following day.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of October 2022. 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 October 2022. 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 October 2022. A copy of the report is on file at the Township Building.

WEST DEER EMS REPORT

The Board received the West Deer EMS Report for the month of October 2022. A copy of the report is on file at the Township Building.

ADOPTION: ORDINANCE NO. 450 (ACT 57 TAX WAIVER)

ORDINANCE NO. 450

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, REQUIRING THE TOWNSHIP OF WEST DEER'S TAX COLLECTOR TO WAIVE ADDITIONAL CHARGES FOR REAL ESTATE TAXES WHEN A TAXPAYER FAILS TO RECEIVE TAX NOTICE AND REQUESTS A WAIVER OF ADDITIONAL CHARGES AND WHEN A PROPERTY OR MOBILE HOME TRANSFER HAS TAKEN PLACE WITHIN THE PREVIOUS TWELVE MONTHS, SUBJECT TO THE REQUIREMENTS OF ACT 57 OF 2022.

Mr. Frey questioned if this ordinance would permit residents to just say they never received the tax bill and then not pay their taxes.

Mr. Robb explained this pertained to residents that bought a home within the last twelve months. He added if the residents correctly claim they did not receive their bill, then the additional fees would be waived.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Ordinance No. 450 requiring the tax collector to waive additional charges to real estate taxes when a taxpayer fails to receive tax notice and when a property or mobile home transfer has taken place within the previous twelve months. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2022-20 (STEEL CITY SUPPLY SEWAGE FACILITIES PLANNING MODULE)

RESOLUTION NO. 2022-20

RESOLUTION 2022-20 APPROVING THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLAN LOCATED AT SAXONBURG BLVD. CHESWICK, PA IN THE C-2 HIGHWAY COMMERCIAL ZONING DISTRICT.

Mrs. Nelko stated this request is standard procedure for a sewage planning module.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-20 approving the PA DEP Sewage Facilities Planning Module for the Steel City Supply Sewage Planning Module Plan. Motion carried unanimously 4-0.

AUTHORIZATION: FIRE COMPANY CONTRIBUTIONS

The Board of Supervisors included possible contributions of up to \$9,000 for each Township Volunteer Fire Company in the 2022 Budget, contingent upon criteria set at the second Budget Workshop in 2021.

One requirement was that the Board receive monthly activity and financial reports. Any activity reports received have been part of the agendas, and the financial reports received have been distributed to the Supervisors under separate cover.

Mr. Mator reported that the Township received recent financial reports from Volunteer Fire Department #2 and #3. He added that Volunteer Fire Department #1 stated their financials will be turned in prior to the next meeting.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the contribution of \$27,000 equally to Volunteer Fire Company(ies) # 1, 2, and 3, subject to verification of their financial reports. Motion carried unanimously 4-0.

AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER

The Board received the attached memorandum from Chief Loper recommending the hiring of Colin Kadlick for the position of Part-Time Officer.

Satisfactory background check was performed on the applicant.

Chief Loper gave a brief description of Officer Kadlick's background.

Mrs. Jordan asked when Officer Kadlick would begin working.

Chief Loper responded after he receives his certification and voiced his hope was sometime in December.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to hire Colin Kadlick as a Part-Time Police Officer of West Deer Township, contingent upon completion of all the necessary steps to obtain certification from the PA Municipal Officers Training Commission. Motion carried unanimously 4-0.

AUTHORIZATION: PFM LETTER OF ENGAGEMENT

At its last meeting, the Board was given a presentation by PFM Financial Advisors in regard to the process of financing the new Municipal Building. PFM had given the Board a timetable that included retaining their services at this meeting.

Mr. Smullin asked what the total cost would be.

Mr. Mator explained that the total would be approximately \$25,000. He added that if the Board decided to not approve the building of the project then the only cost would be for incidental costs such as the advertisements.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve an engagement letter in a form acceptable to the Township Solicitor, and to authorize the Township Manager to work with PFM Financial Advisors, LLC, as the Township's Financial Advisor in conjunction with the financing of its general obligation bonds/notes, series of 2023, in the approximate amount of \$7,000,000. Motion carried unanimously 4-0.

AUTHORIZATION: PITNEY BOWES POSTAGE MACHINE AGREEMENT

The Township’s current lease agreement with Pitney Bowes for its postage meter expires November 29th. The Township Manager negotiated a new agreement for a new, compliant postage meter.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the Township Manager to enter into a Postage Machine Agreement with Pitney Bowes as presented. Motion carried unanimously 4-0.

AUTHORIZATION: SALE OF POLICE CAR

The Township advertised for the sale of the 2007 Ford Explorer. V6 Automatic Transmission. Inspection is expired. Color: Blue. Mileage: Approx: 109,962 – as-is-condition.

Sealed bids were received and opened on November 8, 2022 at 2:00 PM.

The following bid was received:

- 1) Zakary Fedunok.....\$1200.00

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the sale of the 2007 Ford Explorer to Zakary Fedunok in the amount of \$1200.00 and in as-is condition. Motion carried unanimously 4-0.

DISCUSSION: ZONING ORDINANCE

Mr. Robb reported that Mr. Mator and himself were continuing to work on the Zoning Map. He added that Mrs. Moyta and himself were in the process of cleaning up some items and explained to the Board that nothing major changed from what they had already received. Mr. Robb stated that any Board’s comments and questions Mr. Mator and himself were happy to follow up on. He announced the target was to have the ordinance on January’s Regular Business Meeting for it to be advertised.

Mr. Mator stated the Supervisors had requested a meeting with Mrs. Moyta and himself to ask questions about the ordinance. He added he wanted the public to know the Board was doing their due diligence.

More discussion was held.

OLD BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 7:26 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager