

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; David Harrison; Vernon Frey; and James Smullin. Also present were: Daniel Mator, Township Manager; Joseph Shook, Assistant Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

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

STATE REPRESENTATIVE ROB MERCURI INTRODUCTION

Representative Mercuri introduced himself to the Board and to all that attended the meeting. He offered his support to the Township and spoke on grant opportunities that he would be willing to support.

COMMENTS FROM THE PUBLIC

Josh Wiegand, Fire Chief of VFD#3

- Chief Wiegand requested the Board consider increasing the fire tax for the fire departments – due to the rise in their expenses – before the Board approved the 2023 Budget. He handed out documents to the Board and explained upcoming expenses of Fire Company #3.

Rich Hollibaugh of Bakerstown-Culmerville Road

- Mr. Hollibaugh asked multiple questions in regard to the new Municipal Building and the hiring of the Code Enforcement/Building Inspection positions. Mr. Robb explained that Mr. Hollibaugh could make his comments and if the Board would like to respond they can.

Scott Woloszyk of Shuster Road

- Mr. Woloszyk expressed how pleasantly surprised he was with the new website. He explained how much easier it was to navigate. Mr. Woloszyk reiterated that he would like to see the second comment added to the Regular Business Meeting Agendas or to move the public comment to the end of the meeting.

2023 FINAL BUDGET ADOPTION: RESOLUTION 2022-21

RESOLUTION NO. 2022-21

A RESOLUTION ADOPTING THE 2023 BUDGET OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-21 – The 2023 Budget. Motion carried unanimously 5-0.

ACCEPT MINUTES

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 16 November 2022 regular business meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 November 2022

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	522,591.23	8,380,407.86	92.95%
Expenditures	485,949.19	6,888,979.70	76.41%
Cash and Cash Equivalents:			
Sweep Account		<u>1,064,000.09</u>	
			<u>1,064,000.09</u>

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

Restricted	75,642.72
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Fire Tax Fund:

Restricted	41,744.01
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State/Liquid Fuels Fund:

Restricted	<u>157,992.67</u>
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275,379.40

Investments:**Operating Reserve Fund:**

Reserved	776,423.99
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Capital Reserve Fund:

Reserved	<u>966,476.79</u>
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1,742,900.78

III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:**

	<u>0.00</u>
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0.00

TOTAL CASH BALANCE 11/30/22

3,082,280.27

Interest Earned November 2022

2229.48

	11/1/2022 Debt Balance	November Principal Payment	11/30/2022 Debt Balance
Mars National - VFC #3	\$73,593.36	\$2,607.94	\$71,128.21
NexTier Bank VFC #2	\$377,238.68	\$2,680.96	\$374,737.40

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

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

NOVEMBER LIST OF BILLS

Amerikohl Aggregates Inc.....	1659.75
Amerikohl Transport Inc	1351.04
Bearcom.....	467.47
Dell Marketing LP.....	3479.21
Digital-Ally.....	3455.75
Jordan Tax Service, Inc	9757.14
Kress Tire	3170.00
Lindy Paving Inc	5382.75
Markl Supply	1392.90
MRM Workers’ Comp Fund	6340.00
Northeast Paving.....	5685.81
Office Depot	1219.53
Shoup Engineering Inc	6238.00
Stephenson Equipment, Inc	5630.24
Thomas V. Giel Corporation	1873.00
Toshiba Financial Services.....	1130.35
Tristani Brothers Inc.....	1534.19
Tucker/Arensberg Attorneys.	1769.25

MOTION BY Supervisor Smullin 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 Bob Loper was present and provided a summary report of Police Department activities for the month of November 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan thanked the Chief, Mrs. Borczyk, and the Police Department for the outstanding job they did organizing the Toy Program.

Chief Loper emphasized that this year’s Toy Program was the most successful yet. He thanked the businesses and residents that supported the program. Chief Loper reported the program received \$15,090 in monetary donations and 1,725 toys. He added that the program increased allotments of a few items that were given to the families, and cited examples.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of November 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan mentioned the incoming weather over the holiday and thanked the Public Works Department in advance for taking care of the Township roads.

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 and erosion and sedimentation control plan has also been initiated.
- Bairdford Park
 - Plans, specifications and bid documents have been prepared for an improved parking lot, new sports courts and other features at Bairdford Park. Following review by the Pennsylvania DCNR bids will be let for the project.

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 November 2022. A copy of the report is on file at the Township Building.

PARKS & RECREATION BOARD REPORT

The Board received the Parks & Recreation Board report for the month of November 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan reported the Santa Breakfast Event had the largest turnout this year with a total of 427 in attendance (213 kids and 214 adults). She thanked Volunteer Fire Department #1 for hosting and cooking the food for the event.

WEST DEER #1 VFC REPORT

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

WEST DEER EMS REPORT

The Board did not receive the West Deer EMS Report for the month of November 2022.

ADOPTION: RESOLUTION NO. 2022-22 (APPROVAL OF THE FIREFIGHTER ROSTERS)

RESOLUTION NO. 2022-22

A RESOLUTION APPROVING THE VOLUNTEERS WHO APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THEIR RESPECTIVE FIRE CHIEFS FOR THE 2022 TAX YEAR, AND WHO HAVE BEEN VERIFIED BY THE TOWNSHIP MANAGER.

Mr. Frey asked if this was a recertification.

Mr. Mator responded this resolution is done annually.

Mrs. Jordan explained the resolution is needed for the Fire Departments to receive a tax credit.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Harrison to adopt Resolution 2022-22 to approve the Volunteers who appear on the notarized lists submitted by their respective Fire Chiefs for the 2022 tax year, and who have been verified by the Township Manager. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-23 (REIMBURSEMENT RESOLUTION)

RESOLUTION NO. 2022-23

A RESOLUTION APPROVING THE OPTION OF REIMBURSING ADVANCES MADE FOR CAPITAL PURCHASES AND RELATED EXPENDITURES ASSOCIATED WITH THE NEW MUNICIPAL BUILDING PROJECT.

Mr. Robb explained this resolution is an IRS requirement.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-23 approving the option of reimbursing advances made for capital purchases and related expenditures associated with the New Municipal Building Project. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-24 (RICHLAND WATER AMENDED IGA)

RESOLUTION NO. 2022-24

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE EXISTING INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE RICHLAND TOWNSHIP MUNICIPAL AUTHORITY OF ALLEGHENY COUNTY.

Mr. Harrison asked if this resolution was for adding water supply to Carl Lane.

Mr. Smullin and Mr. Mator answered in affirmative.

Mr. Robb reported the cost of this project is \$149,000 and West Deer Townships' contribution will be \$24,000.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-24 amending the existing Intergovernmental Cooperation Agreement with the Richland Township Municipal Authority of Allegheny County. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-25 (UCC BOARD OF APPEALS)

RESOLUTION NO. 2022-25

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING A UNIFORM CONSTRUCTION CODE BOARD OF APPEALS AND SETTING AN APPLICATION FEE FOR APPEALS.

Through Ordinance No. 320, the Township had adopted the Uniform Construction Code (UCC). This ordinance required the formation of a UCC Board of Appeals, which the Township had done jointly through the North Hills COG.

With the COG Board being disbanded, the Township needs to appoint three qualified members to a UCC Appeals Board.

Mr. Robb explained the North Hills COG had a Board for a brief time that was shared amongst the COG members but due to lack of volunteers it was disbanded. He added for when these issues arise, the Township needs to have something in place until the COG has their Board refilled.

Mr. Smullin asked if Gary Bogan, Mike Coletta, and Jeff Fleming were willing to fill the positions on the Board.

Mr. Mator answered in affirmative.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Resolution No. 2022-25 designating a Uniform Construction Code Board of Appeals and setting an application fee for appeals. Motion carried unanimously 5-0.

APPOINTMENT: BOND COUNSEL

As part of the process of a possible bond issue for a new Municipal Building, the Township must retain separate Bond Counsel. This is a specialized legal service.

Upon the advice of the Township Solicitor, the firm of Dinsmore & Shohl LLP was contacted. Their engagement letter was given to the Board.

Mr. Robb mentioned Mr. Mator had asked him for a recommendation for a Bond Counsel. He recommended Dinsmore & Shohl LLP because he has worked with them in the past. Mr. Robb voiced that they were very competent in handling his deals.

Mr. Smullin asked why Dinsmore & Shohl LLP needed to be hired if the Township is currently in agreement with PFM Financial Advisors.

Mr. Robb responded by explaining in detail the difference between PFM Financial Advisors, who handle the financial end by setting the market and interest rates, while Dinsmore & Shohl LLP will finalize the lending for the Township.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to appoint the law firm of Dinsmore & Shohl LLP as the Township's Bond Counsel, and to authorize the Township Manager to sign the engagement letter as presented. Motion carried unanimously 5-0.

APPROVAL: HIRING OF BUILDING CODE OFFICIAL/ CODE ENFORCEMENT OFFICER

A vacant Building Code Official/Code Enforcement Officer position exists. After advertising the position, the Township received five applications. Four candidates were viable, and three responded to an interview request and were interviewed.

Mr. Mator informed those in attendance that the candidates went through the interview process, and that the Board also interviewed the candidates. He also added that various options were discussed in executive session regarding the candidates.

Mr. Smullin asked about hiring two part-time people to cover both needs.

Mr. Mator responded that this was one option that was discussed, and was viable.

Mrs. Jordan added that the hiring date for the Building Code Official can be determined at a later date since there is training involved.

More discussion was held.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to hire David Thomas as the part-time Code Enforcement Officer effective 1 January 2023 and at a rate equivalent to \$30,000 per year pending a satisfactory background check. Motion carried unanimously 5-0.

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Frey to hire Robert Keller as the Building Code Officer to be determined and at a rate equivalent to \$30,000 per year pending a satisfactory background check. Member abstaining: Mr. Smullin. Motion carried 4-yes, 0-no, 1-abstention.

APPROVAL: HIRING OF PUBLIC WORKS LABORER

The Township advertised and interviewed applicants to fill the position of Public Works Laborer.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to hire David Crawford as a full-time employee of West Deer Township, and appoint him as Public Works Laborer effective 1 January 2023, contingent upon successful drug and physical screenings. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT RESOLUTION NO. 2023-1 (APPOINTED AUDITOR FOR THE 2022 AUDIT

RESOLUTION NO. 2023-01

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPOINTING THE CERTIFIED AND COMPETENT PUBLIC ACCOUNTANCY FIRM OF MARK C. TURNLEY TO REPLACE THE ELECTED AUDITORS IN MAKING THE EXAMINATION OF ALL OF THE ACCOUNTS OF THE TOWNSHIP FOR THE 2022 FISCAL YEAR.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Resolution No. 2023-01 appointing the certified and competent public accountancy firm of Mark C. Turnley, CPA to

replace the elected auditors in making the examination of all of the accounts of the Township for the 2022 Fiscal Year. Motion carried unanimously 5-0.

AUTHORIZATION: CONSTRUCTION DOCUMENT PHASE OF NEW MUNICIPAL BUILDING PROJECT

The Township’s Municipal Building Project Architects – in conjunction with Township Officials and the Public – have completed the master planning and concept design, schematic design, and design development phases on their agreement.

The next phase in the process is the Construction/Bid Document Creation. Because of a perceived difference of opinion in how the process unfolds, Members of the Board and Administration – as well as the Architect themselves- have requested the Board formally vote to move the process into this next phase.

Following the completion of the documents, the Board of Supervisors will decide on authorizing the advertising of the project for bidding at a later date in 2023.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to authorize the Municipal Building Project Architect and Township Engineer to proceed with preparing construction/bid documents and submission to any necessary review agencies (Planning Commission, Allegheny Conservation District, etc.) for the New West Deer Township Municipal Building as presented. Motion carried unanimously 5-0.

AUTHORIZATION: FINANCING OF 2022 FORD F-150 POLICE TRUCK

The Board of Supervisors approved the purchase of a 2022 Ford F-150 Police Truck at the 19 January 2022 Regular Business Meeting. Due to the delay in the truck availability, the approved bank loan rate awarded has expired.

The following bids have been received:

<u>LENDOR:</u>	<u>RATE</u>
Huntington Bank	4.99%
FNCB Bank	5.49%
FNB	6.00%
Real Lease	8.67%

MOTION BY Supervisor Frey and SECONDED BY Supervisor Harrison to authorize the financing of a new 2022 Ford F-150 4X4 Responder Truck to Huntington Bank at a rate of 4.99% for three years. Motion carried unanimously 5-0.

AUTHORIZATION: FINANCING OF 2022 FORD F-600 PUBLIC WORKS TRUCK

The Board of Supervisors approved the purchase of a 2022 Ford F-600 Public Works Truck at the 19 January 2022 Regular Business Meeting. Due to the delay in the truck availability, the approved bank loan rate awarded has expired.

The following bids have been received:

<u>LENDOR:</u>	<u>RATE</u>
Huntington Bank	4.99%
Laurel Capital	5.11%
FNCB Bank	5.49%
FNB	6.00%
Real Lease	6.949%

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Smullin to authorize the financing of a new 2022 Ford F-600 Public Works Truck to Huntington Bank at a rate of 4.99% for five years. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF PUBLIC WORKS TRUCK

The Township budgeted a 2023 Ford F-600 Super Duty Truck and associated equipment. The Township received quotes for the chassis from Suppes Ford under the PA COSTARS Contract in the amount of \$66,170.00 and the bed and plow from U.S. Municipal in the amount of \$46,578.00.

These total \$112,748.00.

The Township Manager will secure financing when the vehicle becomes available.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the purchase of a new 2023 Ford Super Duty F-600 Dump Truck from Suppes Ford and U.S. Municipal as quoted in the total amount of \$112,748.00. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF 2023 CATERPILLAR 289D3 COMPACT TRACK LOADER

The Township received a quote from Cleveland Brothers for a Caterpillar 289D3 Compact Track Loader.

The purchase was approved in the 2023 Budget, and Cleveland Brothers is a member of the COSTARS Purchasing Program.

The Township Manager will secure financing when the vehicle becomes available.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the purchase of a Caterpillar 289D3 Compact Track Loader from Cleveland Brothers in the amount of \$85,934.00 as presented. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF 2023 CHEVROLET TAHOE

The Township budgeted for the purchase of a 2023 Chevrolet Tahoe Police SUV. The Township received a quote from Whitmoyer Auto Group for one 2023 Chevrolet Tahoe Police SUV at a cost \$45,000.00, with an upfitting charge from Teamforce in the amount of \$15,936.68.

The total is \$60,936.68.

Whitmoyer Auto Group is a participant in the PA COSTARS Purchasing Program.

The Township Manager will secure financing when the vehicle becomes available to purchase.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to authorize the purchase of a new 2023 Chevrolet Tahoe Police SUV from Whitmoyer Auto Group as quoted in the total amount of \$60,936.68. Motion carried unanimously 5-0.

AWARD: EMS HVAC

The West Deer EMS forwarded proposals to the Township to replace their failing HVAC Unit with a new one.

CONTRACTOR: **BID**

Restano Heating & Cooling	\$4,850.00
Schultheis Bros	\$5,590.00
Shipeck Heating & Cooling	\$6,800.00

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to award the bid to remove and replace the existing HVAC Unit at the West Deer EMS Building to Restano Heating and Cooling in the amount of \$4,850.00. Motion carried unanimously 5-0.

OLD BUSINESS

- None

NEW BUSINESS

- Chief Humes thanked the Board and administration for addressing any of the EMS issues. He explained in detail how the expenses have increased for EMS and how they will not be able to continue servicing the residents without receiving additional funding from the Township. Chief Humes requested that one person be appointed as the liaison between EMS and the Board as well as one person to attend their monthly Board meetings as a non-voting Board position.

ANNOUNCEMENTS: HOLIDAYS AND 2023 REORGANIZATION MEETING

The Board would like to wish everyone a Merry Christmas and a Happy New Year, and would like to formally announce the Reorganization meeting of the Board of Supervisors will take place Tuesday, January 3rd at 7:00pm.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 8:15 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager