

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. 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

### **COMMENTS FROM THE PUBLIC**

Mike Coletta of 11 Poma Street

- Mr. Coletta questioned why a committee was not formed to help with the new Municipal Complex decision making. Mrs. Jordan replied that the new building discussion started last year, and that discussion has been taken place in public meetings for months. She added that the Board has been fully transparent, asked the public for input, and that the Board ultimately serves as the elected committee.

More discussion was held.

Gerry Vaerewyck of Millerstown Road

- Mr. Vaerewyck asked when he would be able to ask his questions about the audit report that was on the agenda to be discussed. Mr. Mator recommended that after Mr. Turnley gave his presentation that Mr. Vaerewyck could then ask any questions he may have.

Dale Leight of 51 Grubbs Road

- Mr. Leight expressed his concerns about the trailer park located on Grubbs Road. He explained that the park had become an eyesore and when they burnt garbage it smelled horrible. Mr. Leight reported making complaints to both Mr. Payne and the Police Department but the issues have not been resolved. Mr. Mator replied that he will send someone down to look at it.

### **APPOINTED AUDITOR'S REPORT**

Township-appointed Auditor Mark Turnley was present and summarized the 2021 Annual Audit.

Gerry Vaerewyck of Millerstown Road

- Mr. Vaerewyck questioned what guidelines were followed by Mr. Turnley's office to review the Township files for fraud. Mr. Turnley answered that his office adopted the guidelines and procedures of the Practitioners Publishing Company (PPC), which he reported is a popular auditing company.

More discussion was held.

**ACCEPT MINUTES**

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to accept the minutes of the 17 August 2022 regular business meeting and 14 September 2022 special meeting as presented. Motion carried unanimously 4-0.

**MONTHLY FINANCIAL REPORT**

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**

**31 August 2022**

**I - GENERAL FUND:**

	<b><u>August</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	429,611.39	6,345,233.97	70.37%
<b>Expenditures</b>	411,847.98	5,068,926.79	56.22%

**Cash and Cash Equivalents:**

Sweep Account		1,520,982.66	
			<b>1,520,982.66</b>

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted		89,914.21	
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**Fire Tax Fund:**

Restricted		54,440.83	
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**State/Liquid Fuels Fund:**

Restricted		195,106.82	
			<b>339,461.86</b>

**Investments:**

**Operating Reserve Fund:**

Reserved		776,404.63	
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**Capital Reserve Fund:**

Reserved		957,023.75	
			<b>1,733,428.38</b>

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

		0.00	
			<b>0.00</b>

**TOTAL CASH BALANCE 8/31/22**

**3,593,872.90**

**Interest Earned August 2022**

**348.63**

	<b>8/1/2022 Debt Balance</b>	<b>August Principal Payment</b>	<b>8/31/2022 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$80,768.89	\$2,607.94	\$78,297.17

**NexTier Bank VFC #2** \$380,649.30 \$2,680.96 \$379,196.74

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 Hollibaugh to approve the Finance Officer’s Report as submitted. Motion carried unanimously 4-0.

**AUGUST LIST OF BILLS**

Amerikohl Aggregates Inc.....	6174.30
Amerikohl Transport Inc. ....	5002.74
Bearcom.....	292.47
Best Wholesale Tire Co. Inc.....	2000.84
Culverts, Inc .....	2610.00
Hei-Way LLC .....	1496.69
Jordan Tax Service, Inc .....	129.87
Kress Tire .....	615.00
MRM Workers’ Comp Fund .....	27003.78
Northeast Paving.....	6473.85
Office Depot .....	949.43
Shoup Engineering Inc .....	6743.50
Stephenson Equipment LLC.....	24322.68
Tucker/Arensberg Attorneys. ....	6893.00

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey 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 August 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan asked Chief Loper how the first month of school had gone.

Chief Loper responded it had gone well.

**PUBLIC WORKS FOREMAN’S REPORT**

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of August 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 HHSDR architects, preparation of a preliminary grading plan and adjustments to the concept plan were performed. As required for future permitting, a review of the site for wetlands was performed which revealed no wetlands exist in the areas to be developed.

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

- Unionville Plan – Reviews of this subdivision plan on East Union Road were performed and review letters dated 15 August 2022 and 31 August 2022 were issued to the Township.

### **PLANNING & ZONING COMMUNITY DEVELOPMENT DIRECTOR REPORT**

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

Mrs. Stark reported that the August 2<sup>nd</sup> movie was canceled due to lack of participation. She gave an update on the West Deer Festival: currently 41 vendors registered with more that are interested and the final cost for the ride vendor came to \$18,000. Mrs. Stark added that Public Works and the Police Department have begun setting up for the event.

Mrs. Jordan thanked Mrs. Stark for all she had done for the events.

Mrs. Stark announced that after a discussion between herself and Mrs. Jordan, they decided to have a West Deer Township mascot. She reported that a deer costume had been ordered.

Mrs. Jordan explained that West Deer Township will now be represented in the upcoming Homecoming Parade with the deer mascot.

More discussion was held.

### **WEST DEER #1 VFC REPORT**

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

**ADOPTION: ORDINANCE NO. 448 (PROPERTY MAINTENANCE)**

ORDINANCE NO. 448

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 166 OF THE TOWNSHIP CODE ENTITLED “PROPERTY MAINTENANCE” BY ADOPTING THE PROVISIONS OF THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE – AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL – AS PART OF THE WEST DEER TOWNSHIP CODE.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 448 amending Chapter 166 of the Township Code entitled “Property Maintenance” by adopting the provisions of the 2021 International Property Maintenance Code – as part of the West Deer Township Code. Motion carried unanimously 4-0.

**APPOINTMENT: TOWNSHIP SUPERVISOR**

At its’ last meeting, the Board of Supervisors accepted Dr. Jennifer Mann’s resignation from the West Deer Township Board of Supervisors as the supervisor from District #4.

The Township advertised the vacancy, and received Letters of Interest from three candidates:

- Michael Yoest
- David Harrison
- Joshua Wiegand

The candidates’ application materials were submitted to the Board under separate cover.

Each candidate was interviewed.

Mr. Robb reported the Board will not be making the appointment during this meeting but will recess the meeting until the following day, 22 September 2022, at 5:00p.m. He added that the Board would make their decision at that time.

**AUTHORIZATION: 2023 BUDGET ADVERTISEMENTS AND BUDGET WORKSHOPS**

The Board is in receipt of the Budget schedule and the advertisements.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the advertisements for the 2023 Budget as dictated by – and in compliance with – the Township Charter. Motion carried unanimously 4-0.

**AUTHORIZATION: ADVERTISEMENT OF DEMOLITION OF 17-19 SCHOOL STREET & 1130-1132 EISENHOWER DRIVE**

The Board is in receipt of the information and photographs of the structures located at 17-19 School Street & 1130-1132 Eisenhower Drive.

17 School Street

Owner: Anna & Arthur Reynolds (deceased)  
Lot/Block #: 1361-M-108

19 School Street

Owner: Lori Callwood  
Lot/Block #: 1361-M-105

1130-1132 Eisenhower Drive

Owner: Holy Spirit Revival & Evangelistic Ministries  
Lot/Block #: 1218-M-126

Mr. Payne and Mr. Bedi inspected the properties and determined – pursuant to Chapter 90 of the Township Code – determined the structures were in a dangerous condition, and found that they constitute a public nuisance. Specifically, the houses were in violation of the International Building Code and Article VI of Allegheny Health Department Rules and Regulations (The Board is in receipt of the “Notice of Unsafe Structure”).

Mr. Robb explained that a Public Hearing was held, and that the Board approved the demolition of the properties. He added that this motion is for the Board to authorize the advertisement to request demolition bids.

Mrs. Jordan brought up being asked by residents how the Township got reimbursed for the demolition of the properties. She explained the Township placed a lien against any properties that are demolished, and that the Township would get reimbursed when the parcel is sold.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the Township Manager to advertise and solicit bids for the demolition of the structures located at 17-19 School Street and 1130-1132 Eisenhower Drive. Motion carried unanimously 4-0.

**AUTHORIZATION: ADVERTISEMENT OF HEARING FOR ORDINANCE NO. 449 (WIRELESS COMMUNICATIONS FACILITIES)**

ORDINANCE NO. 449

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE AMENDMENT OF THE WEST DEER ZONING ORDINANCE, AS CODIFIED IN PART II, CHAPTER 210, ARTICLE XVIII, § 210-78, ET SEQ., “WIRELESS COMMUNICATIONS FACILITIES” OF THE ZONING ORDINANCE; PROVIDING FOR PURPOSES AND FINDINGS OF FACT RELATED TO THE ADOPTION OF THE AMENDMENT; PROVIDING FOR DEFINITIONS; ESTABLISHING CERTAIN GENERAL AND SPECIFIC STANDARDS RELATING TO THE LOCATION, PLACEMENT, CONSTRUCTION AND MAINTENANCE OF TOWER-BASED WIRELESS COMMUNICATIONS FACILITIES, NON-TOWER WIRELESS COMMUNICATION FACILITIES, AND SMALL WIRELESS COMMUNICATIONS FACILITIES; PROVIDING FURTHER FOR THE REGULATION OF SUCH FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY AND OUTSIDE THE PUBLIC RIGHTS-OF-WAY; PROVIDING FOR THE ENFORCEMENT OF SAID REGULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the advertisement of a public hearing for Ordinance No. 449 scheduled October 19, 2022 at 6:30p.m. Motion carried unanimously 4-0.

**AUTHORIZATION: PURCHASE OF ZERO TURN MOWER**

The Township received the attached quote from Critchlow Enterprises, Inc. for a Zero Turn Mower.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the purchase of a Zero Turn Mower from Critchlow Enterprises, Inc. in the amount of \$13,884.78 as presented. Motion carried unanimously 4-0.

**AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER**

The Board was in receipt of a memorandum from Chief Loper recommending the hiring of Michael Hutchinson for the position of Part-Time Police Officer.

A satisfactory background check was performed on the applicant.

Chief Loper explained that Officer Hutchinson is a retired sergeant and juvenile detective, so he will bring vast knowledge to the department. He added that Officer Hutchinson is willing to fill the void in the department schedule that needed to be filled.

Officer Hutchinson was unable to attend the meeting due to a death in the family.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to hire Michael Hutchinson as a part-time police officer of West Deer Township. Motion carried unanimously 4-0.

**AUTHORIZATION: ADVERTISEMENT OF THE SALE OF POLICE CAR**

The Board is in receipt of a memo from Chief Loper requesting the Board to authorize the advertisement for the sale of the following Police car.

2007 Ford Explorer  
V6 Automatic Transmission  
Color: Blue  
Mileage: 109,962  
Inspection is expired.  
As-Is Condition

Mr. Frey asked if the vehicle ran.

Chief Loper responded in affirmative and reported that it was not worth paying for the vehicle to be fixed to pass inspection. He added the vehicle was in rotation to be sold and he received confirmation that the new vehicle - that was ordered by the Township - was now in production.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of the 2007 Ford Explorer, as-is condition. Motion carried unanimously 4-0.

**AUTHORIZATION: UNIONVILLE PLAN OF LOTS PRELIMINARY SUBDIVISION PLAN**

The Planning Commission recommended approval of the Unionville Plan of Lots Preliminary Subdivision Plan at their 25 August 2022 meeting.

Property Location: 328 East Union Road Cheswick, PA  
Zoning District: R-2 – Semi-Suburban Residential

Two-Lot Subdivision: Lots to measure 1/4 acre minimum.  
Total parcel to measure 29.13 acres.

The Planning Commission recommended approval of the Unionville Plan of Lots Preliminary Subdivision Plan subject to following conditions:

1. Obtain sewer line easement.
2. Put sidewalk and trees in performance bond.
3. Place ACED letter and responses in overall file for public hearing/supervisor review.
4. Obtain Scott Shoup's final review letter.
5. Get HOP Permit.
6. Obtain review and response from EMS/Fire Department.
7. Determine width of road: 50' or 60' based on EMS/Fire Department review/response.

Mr. Shoup reported that before the Board made a motion they should be aware the applicant requested a modification of the subdivision requirements for a dead end street. He added they are requesting it to be an additional almost 150 feet in length and that modification will be accepted with this motion if the Board votes to approve.

More discussion was held.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the Preliminary Subdivision of the Unionville Plan of Lots as per the recommendation by the Planning Commission. Motion carried unanimously 4-0.

#### **DISCUSSION: ZONING ORDINANCE**

Mr. Mator asked if there were any questions from the Board and mentioned advertising the ordinance in October if the Board so chooses.

Mrs. Jordan pointed out that she had been busy with meetings so she did not have time to review the ordinance.

Mr. Robb recommended to advertise in November since the document is lengthy and substantial. He requested that the Board look over the ordinance and make any changes prior to the advertisement.

More discussion was held.

#### **AUTHORIZATION: TERMINATION**

Mr. Robb recommended the Board make a motion to add the termination motion to the agenda.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to move to add to the agenda a motion to terminate Harmit Bedi effectively immediately. Motion carried unanimously 4-0.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the termination of Harmit Bedi effectively immediately. Motion carried unanimously 4-0.

Mr. Robb advised that due to the Sunshine Act this added agenda motion needed to be advertised on the West Deer Township website.

Mrs. Jordan wished Harmit Bedi the best of luck.

#### **OLD BUSINESS**

• Mrs. Jordan asked when the new Township website would be available. Mr. Shook responded the website is in the development stage right now. He added once development is completed then it will take an additional two weeks. Mrs. Jordan announced for any residents that have trouble navigating the old website to contact Jodi French for any questions.



- Mrs. Jordan reported that a plaque had been ordered for the Shawn Maudhuit dedication of the newly remodeled pavilion. She added the date she had in mind was Friday, October 28<sup>th</sup>. Mrs. Jordan asked the Board if they were good with that day and if they were, she would confirm with Mrs. Maudhuit. All were in agreement.

**NEW BUSINESS**

- None

**RECESS OF MEETING**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to recess the meeting at 8:10 p.m. to reconvene to tomorrow Thursday, September 22 at 5:00 p.m. Motion carried unanimously 4-0.

**The meeting reconvened at 5:00 p.m. on September 22<sup>nd</sup>.**

**APPOINTMENT: TOWNSHIP SUPERVISOR**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to appoint Dave Harrison a Township Supervisor representing District #4 to fill the unexpired term of Supervisor Jennifer Mann, which expires 31 December 2025. Motion carried unanimously 4-0.

**ADDITIONAL DISCUSSION**

- Mrs. Jordan pointed out the Board needed to choose a Welcome to West Deer sign to be placed at ten different locations within the Township.

Mr. Shook explained that Mr. Olar and himself drove around the Township to look at the different locations. He reported that two of the locations - Russellton Airport Road and Tarentum Culmerville Road - have limited space to display so they cannot have the standard size sign. Mr. Shook added the signs will need to be scaled back in size to fit.

Mr. Mator showed a slide of the available options.

Mrs. Jordan chose the number two sign.

All concurred with Mrs. Jordan.

More discussion was held.

**ADJOURNMENT**

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adjourn at 5:10 p.m. on September 22<sup>nd</sup>. Motion carried unanimously 4-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager