

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; Jennifer Mann and James Smullin. Members absent were: Vernon Frey. Also present were: Daniel Mator, Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township 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

Richard Hollibaugh of 5036 Bakerstown Culmerville Road

- Mr. Hollibaugh asked the Board of Supervisors to consider tabling the Municipal Complex Architect motion until next month’s meeting. He stated there were some building issues that the Planning Commission would like to address.

Janis DeVando of 1048 Deer Creek Road

- Mrs. DeVando requested that the Board of Supervisors review her fraud documentation that she had previously given to the West Deer Police. She expressed that she did not feel the West Deer Police had followed through with the investigation. Mr. Robb advised Mrs. DeVando to submit her documentation to the Township Manager so it could be reviewed.

ACCEPT MINUTES

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 16 March 2022 regular business meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT

31 March 2022

I - GENERAL FUND:

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	504,241.78	2,674,274.16	29.66%
Expenditures	179,008.02	1,238,576.24	11.74%

Cash and Cash Equivalents:			
Sweep Account		<u>1,567,693.23</u>	
			<u>1,567,693.23</u>
II - SPECIAL REVENUE FUNDS			
Cash and Cash Equivalents:			
Street Light Fund:			
Restricted		42,908.27	
Fire Tax Fund:			
Restricted		42,971.66	
State/Liquid Fuels Fund:			
Restricted		<u>194,375.54</u>	
			<u>280,255.47</u>
Investments:			
Operating Reserve Fund:			
Reserved		776,372.00	
Capital Reserve Fund:			
Reserved		<u>962,990.65</u>	
			<u>1,739,362.65</u>
III - CAPITAL PROJECT FUNDS:			
Cash and Cash Equivalents:			
		<u>0.00</u>	
			<u>0.00</u>
TOTAL CASH BALANCE 3/31/22			<u><u>3,587,311.35</u></u>

Interest Earned March 2022	21.85		
	3/1/2022	March	3/31/2022
	Debt Balance	Principal	Debt Balance
		Payment	
Mars National - VFC #3	\$92,722.03	\$2,607.94	\$90,114.09
NexTier Bank VFC #2	\$388,042.27	\$2,680.96	\$386,491.91

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

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

MARCH LIST OF BILLS

Amerikohl Aggregates Inc.....	4110.27
Amerikohl Transport Inc.	2666.84
Bearcom.....	292.47
Best Wholesale Tire Co.	389.60
Hei-Way, LLC.....	1523.26
Jordan Tax Service, Inc	1681.17

Kress Tire	1132.00
Markl Supply	5088.65
Office Depot	143.14
Pennsylvania Soil & Rock, Inc	24840.90
Shoup Engineering Inc	969.25
Toshiba Financial Services	498.76
Tristani Brothers, Inc	397.88
Tucker/Arensberg Attorneys	3218.00

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 4-0.

POLICE CHIEF’S REPORT

Chief Bob Loper was present and provided a summary report of Police Department activities for the month of March 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan asked Chief Loper for an update on the On-Street Parking Ordinance enforcement.

Chief Loper responded the parking ticket was currently in the process of being redrafted with the updated ordinance verbiage and once completed, the signage would be posted at the entrances of the housing plans.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of March 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. Mr. Scott Shoup represented Shoup Engineering, Inc., and summarized the details of his formal report:

Projects

- Stream Restoration Project
 - The contractor, Sure Shot Excavating, has completed streambank work on the West Branch of Deer Creek at the David Turner property along Route 910 at the Richland Township border. The work on Dawson Run (Mischen property) has been put on hold until Spring of 2022.
- Bairdford Park Pavilion Project
 - The contractor, Santamaria Landscape and Cement Contractors, has repaired and replaced the roof on the pavilion. The contractor is awaiting materials for the project and work is set to resume on the past replacements soon.
- Bairdford Park -DCNR Grant Project
 - On April 12, 2022, a virtual meeting was held with DCNR to discuss the requirements and logistics of implementing a project which primarily includes the main parking lot and sports courts.
- 2022 Road Improvement Project

- The hot mix asphalt paving contract was entered into with A. Liberoni, Inc. and a schedule for that work is pending. Further evaluation of the cold mix asphalt bids was performed and possible action of the low bid from Youngblood Paving, Inc. may be needed by the Board of Supervisors.

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

- Rose Ridge-
 - A review for this final PRD Development was performed and a review letter was issued to the Township on February 24, 2022.

Mrs. Jordan requested an update on the Bairdford Park Pavilion posts that are being replaced. She voiced her concern of the possibility of the pavilion not being completed in time for graduation parties.

Mr. Shoup responded the contractor had not received the finished posts, but they should be arriving in seven to ten days. He stated the contractor understood the urgency.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of March 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan asked why the list of property violations were not included in this months' agenda packet.

Mr. Mator answered the report was omitted from the agenda due to the personal information they contained. He explained that the information is included in his monthly manager report to the Board.

PARKS AND RECREATION BOARD REPORT

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

Mrs. Jordan asked for the confirmed dates for Community Days.

Mrs. Stark responded Saturday, September 24th and Sunday, September 25th. She reported the tentative schedule of events for Community Days was attached to her monthly report.

Mrs. Jordan announced the renaming of the Community Days. She explained no name had been chosen yet but the Parks & Recreation Board decided it was time for a change since this event will be different from the ones in the past.

More discussion was held.

WEST DEER #1 VFC REPORT

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

Chief Wiegand requested a Letter of Support from the Board for a \$750,000 Community Grant that the West Deer #3 VFC was applying for.

The Board agreed to the Letter of Support.

Mrs. Jordan asked for an update on the selling of the old West Deer #3 VFC Building.

Chief Wiegand reported there was an agreement with a buyer and they were waiting for the closing date. He added the new building should be completed by September. Chief Wiegand stated the Fire Department had an agreement to lease the old building from the buyer until the department can move to the new building.

WEST DEER EMS REPORT

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

ADOPTION: RESOLUTION NO. 2022-08 (SVOBODA SUBDIVISION SEWAGE PLANNING MODULE)

RESOLUTION NO. 2022-08

RESOLUTION NO. 2022-08 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLAN LOCATED AT LOGAN ROAD GIBSONIA, PA IN THE R-3 SUBURBAN RESIDENTIAL ZONING DISTRICT.

Mr. Shoup reviewed the PA Department of Environmental Protection Planning Module documents and found the Planning Module to be in proper order. Mr. Shoup therefore recommended that it be approved by the Township by resolution.

Mr. Shoup explained this was a 2-lot subdivision that was previously approved by the Board.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Mann to adopt Resolution No. 2022-08 approving the PA Dep Sewage Facilities Planning Module for the Svoboda Subdivision Sewage Planning Module Plan. Motion carried unanimously 4-0.

APPOINTMENT: PARKS AND RECREATION COMMITTEE MEMBER

The Board received a receipt of an e-mail from Amy Stark stating that Arjona Karpuzi has resigned from the Parks and Recreation Board effective January 26, 2022.

Ms. Karpuzi's term expires December 31, 2022, so there is a vacancy to fill her unexpired term.

The Board received two letters of interest from Dave Kinniburgh and Jasin Owens.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Smullin appoint David Kinniburgh as a member of the Parks & Recreation Board to fill the unexpired term of Arjona Karpuzi, which expires December 31, 2022. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT (SALE OF PUBLIC WORKS TRUCK

Public Works Foreman Kevin Olar requested the Board to authorize the advertisement of the sale of the following Public Works Truck.

2014 F350 1-ton dump truck with salt box, and plow.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of one 2014 F350 1-ton dump truck in as-is condition. Motion carried unanimously 4-0.

AWARD: 2022 ROAD PROGRAM

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2022 Road Program.

The Project was advertised and sealed bids were received until 1:30 P.M. on Monday, March 14, 2022, at which time they were opened and read aloud.

CONTRACT 22-02 (COLD MIX ASPHALT) – Work will consist of the installation of cold mix FB modified binder leveling course with CMS-2 emulsion, base repair, backfilling and other miscellaneous work on two (2) Township Roads totaling approximately 10,600 feet.

The following bids were received:

<u>BIDDERS</u>	<u>TOTAL AMOUNT</u>
1) Youngblood Paving, Inc.	\$483,816.00
2) Russell Standard	\$574,125.00

MOTION BY Supervisor Mann and SECONDED BY Supervisor Smullin to award the 2022 Road Program Cold Mix Asphalt Contract 22-02 to Youngblood Paving Inc. in the amount of \$483,816.00 for the base bid. Motion carried unanimously 4-0.

CONTRACT 22-03 (DOUBLE BITUMINOUS SEAL COAT) – Work will consist of the application of a double bituminous seal coat on four (4) Township Roads totaling approximately 29,000 feet in length.

The following bids were received:

<u>BIDDERS</u>	<u>TOTAL AMOUNT</u>
1) Youngblood Paving, Inc.	\$254,400.00
2) Russell Standard	\$263,940.00

Mr. Shoup recommended that Contract 2022-03 be rejected. He explained there was not enough funding in the Road Improvement Budget to cover this contract.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to reject all bids for the 2022 Road Program Double Bituminous Seal Coat Contract 22-03. Motion carried unanimously 4-0.

TOTAL OF 2022 ROAD PROJECT APPROVED (NOT INCLUDING CONTRACT 22-03) : \$1,564,790.61

AWARD: MUNICIPAL COMPLEX ARCHITECT

As the next step of the Township's Municipal Complex Construction Project, the Township Engineer and Township Manager were charged with receiving proposals from Architects for the design of the complex.

A request for proposal was advertised, with a deadline of 3:30 p.m. on Wednesday, April 13th.

The following bids were received:

<u>BIDDERS</u>	<u>TOTAL AMOUNT</u>
1) RSSC Architecture	\$398,000.00
2) HHS DR Architects	\$419,900.00
3) Entasis Inc.	\$464,100.00

The Board and Township Manager interviewed the two architectural firms during the meeting, and it was announced that the Board would likely vote to make an award at their May Regular Business Meeting.

First, Mr. Bruce Pollock from RSSC Architecture outlined their background and summarized what fees would be included in their bid and what fees were not.

Next, Mr. Rob Schaffer from HHS DR Architects/Engineers stated their qualifications, explained in detail what they have done for other municipalities and summarized their plan for the new Township's Municipal Complex.

The Board and Township Manager asked follow-up questions.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to table the Municipal Complex Architect bid. Motion carried unanimously 4-0.

DISCUSSION: CHARTER COMMISSION

Mr. Mator summarized the past history of the Charter Commission.

Dr. Mann asked if it was complicated to update the Charter.

Mr. Mator pointed out that it was very difficult to change. He explained that the Board has to pass an ordinance for the changes, follow up with sending that ordinance to the County to be placed on a ballot for all the registered voters. Mr. Mator added that the verbiage the County uses does not always give a full description of the change and it can complicate the process.

Mrs. Jordan pointed out the Charter was adopted in the '70's.

More discussion was held.

OLD BUSINESS

- Mrs. Jordan announced that the new hires – Assistant Manager and Planning/Zoning Administrator – first day of work was May 1st. She reported that the Assistant Manager will be looking into a new Township website and starting the process of putting a newsletter together while the Planning/Zoning Administrator will be receiving the updates from Mr. Robb about the Gas & Oil meetings and begin revising the Townships' Comprehensive Plan.

- Mrs. Jordan asked for other Township goals from the Board.

- Mrs. Jordan mentioned the Historical Project and voiced that she would like to have the year 1987 to current year moments captured to be displayed.

More discussion was held.

- Mrs. Jordan reiterated the On Street Parking Ordinance was approved last meeting and will start being enforced once the parking tickets are completed and signage is placed.
- Mrs. Jordan stressed the Township will not be raising taxes to construct the new Municipal Building

NEW BUSINESS

- None

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Mann to adjourn the meeting at 8:10 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager