

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present were: Beverly Jordan, Chairperson; Vernon Frey; Jennifer Mann; and James Smullin. Member absent: Shirley Hollibaugh, Vice Chairperson. Also present were: Daniel Mator, 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

Dan Kerr of 59 Crest Street

- Mr. Kerr spoke on behalf of the residents that live on Sixth Way. He brought up that Sixth Way is in need of repair and asked the Board of Supervisors to accept the private road as a Township Road. Mr. Kerr reported the road is registered with Allegheny County as a road not as a right-of-way.

Mr. Mator explained the road was discussed and researched about ten years prior. He stated the conclusion of the Township Solicitor at that time was that Sixth Way was considered a private road, and that the Township was not responsible for the repairs. He added that it was advised the Board not accept the road.

Mr. Robb commented he would be happy to review all the past documents on Sixth Way for the Board.

More discussion was held.

Frank Huffman of Deer Creek Plan

- Mr. Huffman brought up the On-Street Ordinance and requested the Boards' consideration to those residents that have more vehicles than space for in their driveways.

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Mann to accept the minutes of the 19 January 2022 regular business meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORTTOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT31 January 2022**I - GENERAL FUND:**

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,820,643.81	1,820,643.81	20.19%
Expenditures	379,602.32	379,602.32	4.21%

Cash and Cash Equivalents:

Sweep Account

1,597,934.10

1,597,934.10**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

48,066.52

Fire Tax Fund:

Restricted

22,760.21

State/Liquid Fuels Fund:

Restricted

2,935.09

73,761.82**Investments:****Operating Reserve Fund:**

Reserved

776,359.54

Capital Reserve Fund:

Reserved

962,990.33

1,739,349.87**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 1/31/22**3,411,045.79

Interest Earned January 2022

1,042.77

	<u>1/1/2022</u> <u>Debt Balance</u>	<u>November</u> <u>Principal</u> <u>Payment</u>	<u>1/31/2022</u> <u>Debt Balance</u>
Mars National - VFC #3	\$97,438.99	\$2,607.94	\$95,060.08
NexTier Bank VFC #2	\$390,885.67	\$2,680.96	\$389,430.77

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

JANUARY LIST OF BILLS

Amerikohl Aggregates Inc.....	1398.00
Amerikohl Transport Inc.	587.15
Bearcom.....	292.47
Best Wholesale Tire Co.	417.75
Hei-Way, LLC.....	349.06
Jordan Tax Service, Inc.....	554.04
Kress Tire.....	35.00
MRM Workers’ Comp Fund.....	25078.38
Office Depot.....	552.74
Shoup Engineering Inc.....	824.00
Stephenson Equipment, Inc.....	1870.66
Toshiba Financial Services.....	498.76
Tristani Brothers, Inc.....	2540.89
Tucker/Arensberg Attorneys.....	3472.16

MOTION BY Supervisor Frey and SECONDED BY Supervisor Mann 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 January 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 January 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) will be 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. Excavating of the existing footings revealed unexpected findings. An alternative for using the existing footings without their removal has been 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:

- Passerello-Schaaf Plan
 - Reviews for this Lot Line Revision Plan were performed and review letters were issued to the Township on 31 January 2022 and 1 February 2022.

Mrs. Jordan asked if the Bairdford Park Pavilion roof had been replaced and the post situation had a solution. Mr. Shoup answered in affirmative. He added that there will be a change order request in the near future given to the Board.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

Mr. Payne reported the Zoning Ordinance was still in the review process and asked the Board if anyone would be interested in a copy with the recent changes.

Dr. Mann and Mrs. Jordan both requested a copy.

More discussion was held.

PARKS AND RECREATION BOARD REPORT

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

Dr. Mann reported she had spoken to several people at the Deer Lakes High School and there was interest in volunteering at the upcoming events.

Mrs. Stark announced the Community Days event this year will be held on Saturday, September 24th and Sunday, September 25th. She also summarized the Parks and Recreation report.

More discussion was held.

WEST DEER #1 VFC REPORT

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

Mrs. Jordan asked for an update on the Fire Study.

Mr. Mator responded he had reached out to the three Fire Departments. He reported two of the departments had responded that they will be getting information to him.

WEST DEER #2 VFC REPORT

The Board did not receive the West Deer #2 VFC's Report for the month of January 2022.

WEST DEER #3 VFC REPORT

The Board received the West Deer #3 VFC's Report for the month of January 2022. A copy of the report is on file at the Township Building.

Chief Weigand spoke on VFC #3 updates.

- He reported that a special meeting was being held the following Tuesday to discuss a possible buyer for the original VFC #3 building. He added that the sales agreement would include permitting the VFC #3 to work out of the original building until their new building was completed.
- Chief Weigand mentioned he was looking to apply for a partial refinance of \$450,000 for the new building through the Fire Commissioners Loan Program at a rate of 2.00%. He explained that this approval would require a Board acknowledgement and a Public Hearing to be held.
- Chief Weigand asked the Board to approve the Township applying for a grant on behalf of the Fire Department for their new building. He explained the VFC #3 were ineligible to be the applicant but could be the beneficiary of the funds.

Mr. Robb stated that if the Board requested it, he would look over the grant to see if it was an option.

Mrs. Jordan asked for Chief Weigand to forward the documentation to Mr. Mator.

- Chief Weigand spoke on the Fire Study. He reported that their department was still in the process of gathering information. Chief Weigand also asked for clarification on where to send the report.

Mr. Mator requested that all reports were forwarded to him so he could review for completion. He explained he would then forward on to the State.

Mrs. Jordan asked if one fire department does not respond will that negatively impact the study.

Mr. Mator answered in the affirmative.

WEST DEER EMS REPORT

The Board did not receive the West Deer EMS report for the month of January 2022.

ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER

The Board was in receipt of an email from Officer Shane Fallen stating he had resigned from his position.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to accept the resignation of Part-Timer Police Officer Shane Fallen and wish him the best of luck. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2022-04 (PUBLIC WORKS COLLECTIVE BARGAINING AGREEMENT)

RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AN AGREEMENT BETWEEN WEST DEER TOWNSHIP AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL NO. 668 FOR A COLLECTIVE BARGAINING AGREEMENT WITH THE TOWNSHIP'S PUBLIC WORKS EMPLOYEES FOR A TEM EFFECTIVE FROM JANUARY 1, 2022 TO DECEMBER 31, 2024.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Frey to table the Resolution 2022-04 approving an agreement between West Deer Township and the Service Employees International Union Local No. 668 for a Collective Bargaining Agreement with the Township's Public Works Employees for a term effective from January 1, 2022 to December 31, 2024. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2022-05 (GAMING GRANT APPLICATION)

RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP MANAGER TO APPLY FOR A STATEWIDE LOCAL SHARE ASSESSMENT GRANT FROM THE COMMONWEALTH FINANCING AUTHORITY, AND DESIGNATING BOTH THE CHAIRPERSON OF THE BOARD OF SUPERVISORS AND THE TOWNSHIP AS DESIGNATED SIGNATORIES.

Mr. Mator explained this resolution was to authorize the Township Manager to apply for a grant to help fund the new Building Municipal Complex. He added this resolution was to also permit the Chairperson and Township Manager to be signatories.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Smullin to adopt Resolution No. 2022-05 authorizing the Township Manager to apply for a Statewide Local Share Assessment Grant from the Commonwealth of Financing Authority, and designating both the Chairperson of the Board of Supervisors and the Township as designated signatories. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT ORDINANCE NO. 440 (ON-STREET PARKING)

ORDINANCE NO. 440

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, PROHIBITING THE PARKING OF VEHICLES ON CERTAIN TOWNSHIP STREETS; AND FURTHER, TO INCREASE THE FINES FOR ALL PARKING VIOLATIONS IN THE TOWNSHIP.

Mr. Robb summarized the changes to the On-Street Parking Ordinance -list the street names that permit on-street parking, instead of the many that do not and to increase the fine from \$5 to \$20 – that were considered and added to ordinance.

Mrs. Jordan commented that this ordinance was intended for the residents that continually use the street for parking instead of their driveways.

More discussion was held.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Frey to authorize the advertisement of Ordinance No. 440 prohibiting the parking of vehicles on certain Township streets; and further, to increase the fines for all parking violations in the Township. Motion carried unanimously 4-0.

AUTHORIZATION: HIRING OF PART-TIMER POLICE OFFICER

The Board received a memorandum from Chief Loper recommending the hiring of Ross Orlor for the position of Part-Time Police Officer.

A satisfactory background check was performed on the applicant.

Officer Orlor expressed his appreciation for the opportunity to work for the Township.

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

AUTHORIZATION: PURCHASE OF VERMEER VACUUM EXCAVATOR

The Township received a quote from Vermeer All Roads for a Vermeer MC573SDT Trailer Mounted Vacuum Excavator.

Vermeer All Roads is a member of the COSTARS purchasing program.

Mr. Mator explained that these trucks clean catch basins and inlets. He added Mr. Olar had requested this to help with cleaning up after storms. Mr. Mator brought up that these funds could be reimbursed from the ARPA Grant.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the purchase of a Vermeer Vacuum Excavator from Vermeer All Roads in the amount of \$114,550.00 as presented. Motion carried unanimously 4-0.

AUTHORIZATION: TRANSFER OF POLICE VEHICLE TO EMS

In lieu of selling retired Police vehicles, the Board of Supervisors agreed to donate them to Township Emergency Services (if they so requested one).

West Deer EMS requested a Police SUV, and a transfer agreement was created.

Mr. Robb explained this Vehicle Transfer Agreement was a precautionary measure. He added the vehicle has no warranty and was being transferred as is condition to EMS.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Frey to authorize the transfer of a Police SUV to the West Deer EMS as specified in the Transfer Agreement. Motion carried unanimously 4-0.

AUTHORIZATION: SVOBODA FINAL SUBDIVISION PLAN

The Planning Commission recommended approval of the Svoboda Final Subdivision Plan at their December 16, 2021 meeting.

Property Location: Logan Road - Gibsonia
Zoning District: R-3 Suburban Residential

2 Lot Subdivision:
Lots to measure a minimum of 4.76

The Planning Commission recommended approval of the Svoboda Subdivision Plan subject to following conditions:

1. All requirements from Shoup Engineering letters dated November 16, 2021 and December 16, 2021 shall be met.

Shawn Palmer of Gibson Thomas Engineering summarized the request of the subdivision plan.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the final subdivision of the Svoboda Plan as per the recommendation by the Planning Commission with the conditions previously mentioned. Motion carried unanimously 4-0.

DISCUSSION: COMMUNITY DAYS

Community Days was previously discussed during the Parks & Recreation Board Report.

DISCUSSION: LOGOS/WEBSITE/OUTREACH

Last year the Board contracted with Dorsey Design to generate a new Township logo, then work on various Outreach/Branding initiatives, such as a new website design.

Mrs. Jordan commented that a logo needed to be chosen soon so the Township could order recycling bins and have welcome signs be placed.

Mr. Mator reported on the results of the design logo survey of the staff and Board. He requested the Board to narrow down to a couple designs. Mr. Mator stated he will contact Dorsey Design to change the type of font on the few selected and redistribute for a final survey.

More discussion was held.

OLD BUSINESS

Mrs. Jordan requested an update on preparing a Township newsletter, selecting a Charter Committee, and the historical discussion. Mr. Mator replied no updates on these discussion items at this time, but that all were in the process of being addressed.

Mrs. Jordan asked if a portion of the Federal Grant Funds (ARPA) could be donated to the Deer Creek Drainage Basin Authority to offset the increase in the resident's bills.

Mr. Mator responded that after speaking with the Executive Director of Deer Creek Drainage Basin Authority, it was decided that while Deer Creek would accept any amount the Township was willing to give, it would not make a significant difference in the resident's bills. He did state, however, that discussions were ongoing for a more targeted assistance to those in need.

Dr. Mann suggested following the latter approach, and mentioned the hardships some of her Deer Lakes students face due to utilities not being paid. She also asked that the staff post the links of utility programs be placed on the Township website and Facebook page for residents in need.

Mr. Mator concurred.

More discussion was held.

NEW BUSINESS

- None

ADJOURNMENT

MOTION BY Supervisor Mann and SECONDED BY Supervisor Smullin to adjourn the meeting at 8:00 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager