

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; Jennifer Mann; and James Smullin. 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

Mary Kay Kalivoda of 702 Crystal Spring Court

- Ms. Kalivoda expressed her disapproval of any gas drilling near a community and requested that the Board support their decision of denial during the Olympus appeal.

Jim Shuey of 147 Bryson Road

- Mr. Shuey requested that the Board challenge the Olympus appeal.

Marci Brissett of 37 Corbriwood Lane

- Ms. Brissett voiced her support of the Board decision to deny the Olympus gas well drilling.

Tom Tisa of 628 Whispering Pines Drive

- Mr. Tisa asked the Board to continue to uphold their decision during the Olympus appeal.

Jack Rearick of 37 Corbriwood Lane

- Mr. Rearick supported the Boards decision to deny the Olympus Gas Well Drilling and requested they stand behind their decision during the Olympus appeal.

Frank Huffman of 218 Meadowood Drive

- Mr. Huffman spoke in regard to the on-street parking ordinance on the agenda. He reported that his daughter received a parking citation even though he informed the Police in advance. Mr. Huffman asked the Board for guidance on how to handle this situation if it arose again.
- Mrs. Jordan asked Chief Loper to speak on this. Chief Loper responded that the Police Department had received complaints from Mr. Huffman's neighborhood about his on-street parking. He added that Mr. Huffman was contacted by an officer prior to the enforcement of the ordinance to remind him to be mindful.
- More discussion was held.

ACCEPT MINUTES

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 15 December 2021 regular business meeting and 3 January 2022 reorganization meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORTTOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT31 December 2021**I - GENERAL FUND:**

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	360,312.28	8,137,192.13	113.23%
Expenditures	1,748,660.37	7,659,068.16	106.58%

Cash and Cash Equivalents:

Sweep Account

124,168.29

124,168.29**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

54,224.61

Fire Tax Fund:

Restricted

47,197.90

State/Liquid Fuels Fund:

Restricted

2,935.06

104,357.57**Investments:****Operating Reserve Fund:**

Reserved

2,278,056.19

Capital Reserve Fund:

Reserved

1,162,660.03

3,440,716.22**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 12/31/21****3,669,242.08**

Interest Earned December 2021

44.24

	<u>12/1/2021</u> <u>Debt Balance</u>	<u>November</u> <u>Principal</u> <u>Payment</u>	<u>12/31/2021</u> <u>Debt Balance</u>
Mars National - VFC #3	\$99,908.28	\$2,607.94	\$97,419.36
NexTier Bank VFC #2	\$392,340.57	\$2,680.96	\$390,885.67

Restricted – Money which is restricted by legal or contractual requirements.

Reserved – Money which is earmarked for a specific future use.

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

DECEMBER LIST OF BILLS

Bearcom.....	786.16
Best Wholesale Tire Co. Inc.....	320.45
Culverts, Inc.....	4500.00
Fence By Maintenance Service, Inc.....	20784.00
Hei-Way, LLC.....	862.01
Jordan Tax Service, Inc.....	188.00
Office Depot.....	95.53
Shoup Engineering Inc.....	4803.50
Smullin Asphalt.....	18856.00
Toshiba Financial Services.....	498.76
Tucker/Arensberg Attorneys.....	10044.52
Wine Concrete Products, Inc.....	2212.00

MOTION BY Supervisor Mann 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 December 2021. 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 December 2021. A copy of the report is on file at the Township Building.

Mrs. Jordan thanked the Public Works Department for doing a great job removing the snow after the last storm.

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 is being 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:

- Svoboda Plan
 - Reviews of the Subdivision Plan were performed and review letters were issued to the Township on 15 November 2021 and 16 December 2021.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of December 2021. A copy of the report is on file at the Township Building.

Mrs. Jordan asked Mr. Payne why the same deplorable properties are showing up monthly on his report.

Mr. Payne responded that property owners are given a certain amount of time to correct the violation, so the duplicate reporting would be his follow-ups.

Mr. Robb brought up that he had attended many court hearings with Mr. Payne. He added that the most efficient way to handle these properties was by working with the homeowner and the judge to get the property in compliance.

More discussion was held.

PARKS AND RECREATION BOARD REPORT

The Board received the Parks and Recreation report for the month of December 2021. A copy of the report is on file at the Township Building.

Mrs. Stark explained the report in more detail. She reported there was no set date for Community Days because she was still in the process of finding a ride vendor.

Mrs. Jordan added that Community Days may not be held the same timeframe as in the past and hoped that next month the Board would receive the dates.

More discussion was held.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of December 2021. 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 December 2021. 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 December 2021. 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 December 2021. A copy of the report is on file at the Township Building.

Mrs. Jordan asked if EMS had held their award ceremony at the Township Building.

Mr. Mator answered in the affirmative.

Mrs. Jordan announced that five members of the EMS received an award for their help in saving a cardiac arrest patient while assisting another EMS Department.

2022 BOARD APPOINTMENTS

As of 31 December 2021, there are vacancies on the Planning Commission, Zoning Hearing Board & The Parks & Recreation Board. Some of the applicants attended the reorganization meeting on 3 January 2022 to meet the Board of Supervisors and to introduce themselves.

DEER CREEK DRAINAGE BASIN AUTHORITY – ONE APPOINTMENT

In 2021, West Deer Township had five members and Indiana Township had four members serve on the Deer Creek Drainage Basin Authority.

In 2022, West Deer Township will have four members and Indiana Township will have five members serve on the Deer Creek Drainage Basin Authority.

Two members' term expired on 31 December 2021: Donald Simonetti and Daniel Coluccio. Mr. Simonetti requested reappointment.

The Board also received a letter of interest from Geno Stello.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Mann to appoint Donald Simonetti as a member of the Deer Creek Drainage Basin Authority for a five-year term to expire 31 December 2026. Motion carried unanimously 5-0.

PLANNING COMMISSION – TWO APPOINTMENTS

Two members' term expired on 31 December 2021 – Mark Schmidt and John Butala. Mr. Schmidt requested reappointment.

The Board also received letters of interest from Nina Jonnet and Richard Hollibaugh.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to appoint Mark Schmidt and Richard Hollibaugh as members of the Planning Commission for a four-year term to expire 31 December 2025. Motion carried 4-0-1.

ZONING HEARING BOARD – TWO APPOINTMENTS

Two members' term expired on 31 December 2021 – Neil Tristani and James Smullin/Alternate. Mr. Tristani requested reappointment.

The Board also received a letter of interest from Daniel Smullin.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to appoint Neil Tristani as a member and Daniel Smullin as an alternate member of Zoning Hearing Board for a five year to expire on 31 December 2026. Motion carried unanimously 4-0-1.

PARKS & RECREATION BOARD – TWO APPOINTMENTS

Two members' terms expired on 31 December 2021 – Carol McCaskey and Nina Jonnet. Ms. McCaskey requested reappointment.

The Board also received a letter of interest from Jennifer Morrow.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to appoint Carol McCaskey and Jennifer Morrow as members of The Parks & Recreation Board for a five-year term to expire 31 December 2026. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-01 (APPOINTED AUDITOR FOR THE 2021 AUDIT)

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, 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 2021 FISCAL YEAR.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-01 appointing the certified and competent public accountancy firm of Mark C. Turnley, CPA to replace the elected auditors in making the examination of all the accounts of the Township for the 2021 fiscal year. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-02 (DOLLAR GENERAL SEWAGE PLANNING MODULE PLAN)

RESOLUTION NO. 2022-02

A RESOLUTION APPROVING THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLAN LOCATED AT 201 STARR ROAD CHESWICK, PA IN THE C-2 ZONING DISTRICT.

Mr. Shoup explained in detail this resolution application request.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Mann to adopt Resolution 2022-02 approving the PA DEP Sewage Facilities Planning Module for the Russellton Dollar General Sewage Planning Module Plan. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2022-03 (SECRETARIAL COLLECTIVE BARGAINING AGREEMENT)

RESOLUTION NO. 2022-03

RESOLUTION NO. 2022-06, WHICH RATIFIES THE TENTATIVE AGREEMENT BETWEEN TEAMSTERS LOCAL UNION 205 (SECRETARIAL UNION) AND THE TOWNSHIP. THIS AGREEMENT WOULD BE EFFECTIVE 1 JANUARY 2022 THROUGH 31 DECEMBER 2024.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-03 ratifying the Tentative agreement by and between West Deer Township and the Teamsters Local Union 205 (Secretarial Union), and approving and authorizing the execution of a new agreement which incorporates the terms of the aforementioned tentative agreement into the last agreement between the parties. Motion carried unanimously 5-0.

APPROVAL/DENIAL: TRADITIONS OF AMERICA CONDITIONAL USE APPLICATION

The Public Hearing is for a Conditional Use for a Planned Residential Development (PRD) for the applicant, Traditions of America Rose Ridge, LLC to construct 234 single family detached homes and twelve single family attached homes on 176.49 acres located on Gibsonia Road Allison Park, PA.

Name of Plan: Traditions of America Rose Ridge
Lot/Block Numbers: 1216-E-281 & 1215-R-121
Zoning District: R-2 Semi-Suburban Residential

Mr. Robb reminded the Board that with an approval motion – under Article Seven of the Municipalities Planning Code – they were required to adopt specific findings to support their decision. He added the applicant turned in a list of proposed findings and after some modifications – based on input from Township Engineer and Zoning Officer – the motion would also include the final findings.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Smullin to approve the Traditions of America Rose Ridge Plan Conditional Use and the tentative application for a Planned Residential Development as per the recommendation by the Planning Commission with the above listed conditions and comments listed by Shoup Engineering. Motion carried unanimously 5-0.

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

ORDINANCE NO. 440

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER PROHIBITING THE PARKING OF VEHICLES ON CERTAIN MUNICIPAL STREETS.

Mr. Mator added to the earlier discussion – specifically what residents were to do if they had more vehicles than spaces when guests come for parties – and suggested that residents work with their neighbors to use each others’ driveways when they have the space available. He explained he had made that a practice himself, and viewed such action as being neighborly.

Chief Loper stated that he and Mr. Mator discussed the residents contacting 911 to notify Police of on-street parking violations. He said that there were not enough requests that such calls would tie up 911.

Chief Loper also requested listing streets where parking *was* permitted as opposed to listing streets where parking was *not* permitted. He pointed out that the ordinance does not reflect future changes, for example, when more housing developments are built, which would require updating the ordinance each time.

Mrs. Jordan questioned if the no parking signs would need to be posted at every housing plan intersection.

Mr. Robb answered there is no specific ruling on how many signs are necessary as long as each housing plan had signage.

Dr. Mann asked if the Township could create a phone number for residents to text their house number to report to the Police that they plan on having on-street parking.

Mr. Mator acknowledged Dr. Mann's suggestion and responded that texts/emails could cause a claim where someone says notification was delivered even if it was never received. He supported the use of 911 or using the police phone number to have a record of all the requests.

More discussion was held.

AUTHORIZATION: PURCHASE OF IPADS

As part of the 2022 Budget – and as an effort to streamline administrative services – the Board included the purchasing of iPads for each of the supervisors. These iPads would be used for Township communications and meeting facilitation.

Mr. Mator explained that the purchase of iPads had been a discussion for many years. He showed the Board the version he recommended for them – the iPad Pro – and stated they were larger in size than the average iPad, and therefore would be easier to read. Mr. Mator added that administration could upload supporting documents so they would be available to view via the agenda table of contents, but added that the Board could still have the agenda “scripts” printed for them if individual supervisors so chose.

Mrs. Jordan acknowledged how the Police had been delivering the paper agendas for years to Supervisor homes and the cost that such deliveries incur.

More discussion was held.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Frey to authorize the Township Manager to purchase five iPads at a cost not to exceed \$5,000. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF PUBLIC WORKS TRUCK

The Township budgeted for a 2022 Ford F-600 Super Duty Dump Truck and associated equipment. The attached quotes were for the chassis from Laurel Ford under the PA COSTARS contract in the amount of \$53,165.00, and the bed and plow for the U.S. Municipal in the amount of \$43,784.00.

These total \$96,949.00

The Township Manager secured financing proposals prior to the business meeting, and that information was distributed to the Board of Supervisors.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the purchase of a new 2022 Ford Super Duty F-600 Dump Truck from Laurel Ford as quoted in the total amount of \$96,949.00, and the financing of said vehicle to Laurel Capital at a rate of 3.06% for five years. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF POLICE TRUCK

The Township received the attached quote from Laurel Ford for the one 2022 Ford Police F-150 4X4 Responder truck at a cost of \$38,550.00.

Laurel Ford is a participant in the PA COSTARS purchasing program.

The Township Manager secured financing proposals prior to the business meeting, and that information was distributed to the Board of Supervisors.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the purchase of a new 2022 Ford F-150 4X4 Responder truck from Laurel Ford as quoted in the total amount of \$38,550.00, and the financing of said vehicle to First National Bank at a rate of 2.73 for three years. Motion carried unanimously 5-0.

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.

Ms. Dorsey was present and summarized what her contract entailed. She pointed out the logo project needed to be reviewed again to incorporate the new elected Boards' vision of the Township.

Mr. Mator elaborated by stating that Ms. Dorsey needed a vision from the Board as a whole to properly reflect how the logo "felt" and how the culture of West Deer Township would be conveyed to the viewer.

Mr. Smullin suggested to ask the West Deer Community for logo ideas.

Ms. Dorsey advised against involving too many people. She explained that it could become difficult to narrow down a decision and that it could be too costly for the Township. She recommended the Board and staff narrowing down the options to two, then deciding from those.

Ms. Dorsey showed a slideshow of all the existing logo options, and more discussion was held.

DISCUSSION: 2022 GOALS/OBJECTIVES

Mrs. Jordan brought up some goals/objectives suggestions for 2022.

- She proposed restarting the Charter Committee, and asked for suggestions of who to ask to be on the Committee.

Mr. Mator explained that the last Charter Commission was made up of three supervisors and four Township residents, with Michael Foreman from the DCED, the Township Solicitor, and himself serving as advisors.

- Mrs. Jordan voiced she would like to have Township newsletter mailers sent out regularly to the residents and the Fire Department donation links added to the Township website/mailers.
- She requested that an explanation of the Deer Creek Drainage Basin Authority's bill increase be addressed on the Township website, and explaining that they are a separate entity from the Township.
- Mrs. Jordan asked if there were any applications for the new Township positions (Assistant Manager and Planning and Zoning Administrator) and questioned when the interviews will be.

Mr. Mator responded there have been three applications for the Assistant Manager and five for the Planning and Zoning Administrator. He added January 28th is the deadline to submit an application, and that the applicants would be contacted for interviews the first week of February.

Mrs. Jordan suggested that Supervisors attend the interview process and asked who would like to be involved. Dr. Mann and Mrs. Hollibaugh stated they would both like to attend the interviews. Mrs. Jordan also requested to be included in the interview process.

- Mrs. Jordan mentioned she has read the 150 years of West Deer book on the Township website, and suggested requesting the help of the West Deer residents to gather more history with pictures to expand upon the book.

Dr. Mann asked for clarification if Mrs. Jordan meant a display to be put together, and Mrs. Jordan explained she was thinking more along the line of publishing.

Mr. Smullin suggested displaying West Deer memorabilia. Mrs. Jordan agreed and brought up these items could be displayed in the new Township municipal complex.

More discussion was held.

- She requested that the changes to the Zoning Ordinances be summarized or to put together a committee to handle the reviewing process.
- Mrs. Jordan recommended a Building Committee be in place to oversee the new Township building process.
- She pointed out that the Board had set aside funds in the 2021 Budget for the CDC Steering Committee but currently, the Committee had not moved forward on their plans. She requested for this to be a discussion topic at a later date for the Board to decide what to do with the Committee.
- Mrs. Jordan suggested a Christmas program like a living Nativity scene in Bairdford Park or a Drug program, and asked Dr. Mann for her ideas.

Dr. Mann mentioned that Deer Lakes School District had held a Veteran's Day program in the past but eliminated it due to the cost.

Mrs. Jordan recommended Dr. Mann having a meeting with Mrs. Stark to discuss event ideas. She emphasized these events should be free.

More discussion was held.

DISCUSSION: COAL TAR BAN

Mr. Mator advised the Board that there was information given to the Board by Mr. Patrick Stark for them to review prior to making a decision on this resolution.

Mrs. Jordan requested more time to review the information.

Mr. Mator agreed and stated this resolution will be on the February agenda to discuss.

DISCUSSION: COMMUNITY DAYS

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

OLD BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:51 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager