

West Deer Township
Board of Supervisors
16 March 2022
7:00 p.m.

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. Member absent: Jennifer Mann. Also present were: Jodi French, Township Secretary; Chris Voltz, Township Solicitor; and Sandy Nelko of Shoup Engineering.

OPEN REGULAR BUSINESS MEETING

Chairperson Jordan opened the meeting and welcomed everyone to the meeting.

Pledge of Allegiance

Roll Call taken by Ms. French – Quorum present

COMMENTS FROM THE PUBLIC

Scott Woloszyk of 16 Shuster Road

- Mr. Woloszyk requested that an Adopt-A-Road Program be implemented within the Township and offered to help organize it. Mrs. Jordan supported the idea and asked Mr. Woloszyk to contact Mr. Mator to discuss.

ACCEPT MINUTES

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

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT

28 February 2022

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	394,588.14	1,237,158.43	17.21%
Expenditures	384,892.86	729,624.63	10.15%
Cash and Cash Equivalents:			
Sweep Account		<u>1,452,805.38</u>	
			<u>1,452,805.38</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:
Street Light Fund:

Restricted	42,524.51	
Fire Tax Fund:		
Restricted	10,361.78	
State/Liquid Fuels Fund:		
Restricted	2,935.11	
		<u>55,821.40</u>
Investments:		
Operating Reserve Fund:		
Reserved	776,365.35	
Capital Reserve Fund:		
Reserved	962,990.40	
		<u>1,739,355.75</u>
III - CAPITAL PROJECT FUNDS:		
Cash and Cash Equivalents:		
	0.00	
		<u>0.00</u>
TOTAL CASH BALANCE 2/28/22		<u><u>3,247,982.53</u></u>

Interest Earned February 2022

14.33

	2/1/2022 Debt Balance	November Principal Payment	2/28/2022 Debt Balance
Mars National - VFC #3	\$95,158.42	\$2,607.94	\$92,877.85
NexTier Bank VFC #2	\$389,466.33	\$2,680.96	\$388,046.99

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

FEBRUARY LIST OF BILLS

Amerikohl Aggregates Inc.....	4138.86
Amerikohl Transport Inc.	1904.62
Bearcom.....	292.47
Best Wholesale Tire Co.....	502.16
Dell Marketing LP.....	3913.52
Hei-Way, LLC.....	1244.68
Jordan Tax Service, Inc.....	1716.59
Kress Tire.....	972.52
Mark C. Turnley.....	3200.00
Office Depot.....	1300.32
Shoup Engineering Inc.....	7281.75
Toshiba Financial Services.....	1532.53

Tucker/Arensberg Attorneys7941.72

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

Sergeant Michael Shurina was present and provided a summary report of Police Department activities for the month of February 2022. A copy of the report is on file at the Township Building.

Mrs. Jordan expressed her thanks to the Police, Firefighters, and EMS for the great job of handling the Cedar Ridge incident. She added the community was appreciative of the how quickly the school district was notified to reroute the school buses away from the incident.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of February 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. Ms. Sandy Nelko represented Shoup Engineering, Inc., and summarized the details of their 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. Excavating of the existing footings revealed unexpected findings. An alternative method of installing the posts and anchoring to the existing footings has been developed and a change order will need to be approved.

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

- Passerrello-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.
- Beacom Plan
 - A review for this three lot plan was performed and a review letter was issued to the Township on 23 February 2022.
- Rose Ridge
 - A review for this final PRD Development was performed and a review letter was issued to the Township on 24 February 2022

Ms. Nelko reported the Stream Restoration Project will begin the middle of April.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

PARKS AND RECREATION BOARD REPORT

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

Mrs. Stark reported she was still waiting to hear back from the ride vendor on the available dates for Community Days.

Mrs. Jordan added that due to the end of September weather being cold and rainy, the Parks & Recreation Committee were trying to hold the event on September 9th and 10th. She asked for the date of the Easter Bunny event.

Mrs. Stark responded Easter Event was scheduled for Sunday, April 10th but with the Bairdford Pavilion being rehabbed during this time, the event will be moved to another location. She added that the exact location will be advertised once it has been decided.

Mrs. Jordan requested Public Works block off the Pavilion from residents to the best of their ability. She stressed the need for the Township website and Facebook pages to advertise that the Pavilion is unsafe and should be avoided.

WEST DEER #1 VFC REPORT

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

ACCEPTANCE: RETIREMENT OF BRIAN DOBSON

On January 14, 2022, Police Officer Brian Dobson submitted his formal notice of retirement effective 25 March 2022.

Sergeant Shurina reported that Officer Dobson had a prior engagement and was unable to attend the meeting. He stressed his sincere thanks for Officer Dobson's years of service and all he had taught the officers.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the notice of retirement from Police Officer Brian Dobson effective 25 March 2022, thank him for his service to our community, and wish him the best for his future. Motion carried unanimously 4-0.

ADOPTION: 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. Smullin asked if the Board would prefer to table this.

Mrs. Jordan responded this ordinance has been tabled for six months.

Mr. Smullin questioned how the residents were to contact the Police to report on-street parking.

Mrs. Jordan answered that a previous discussion was held prior to Mr. Smullin becoming a supervisor, and it was decided that once the ordinance was adopted it will be determined how the resident calls will be handled.

More discussion was held.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to adopt Ordinance 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.

ADOPTION: POLICY AND PROCEDURES MANUAL (EMPLOYEE HANDBOOK)

As per the direction of the Board, East Coast Risk Management revised the Employee Policy and Procedures Manual (Employee Handbook). A draft was distributed to the Board and staff for review, and the draft was vetted by the Township's Labor Counsel.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt the revised Employee Policies and Procedures Manual/Employee Handbook as presented. 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 THE TENTATIVE 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 1 JANUARY 2022 TO 31 DECEMBER 2024.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-04 ratifying the tentative agreement by and between West Deer Township and the Service Employees International Union Local No. 668 (Public Works 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 4-0.

ADOPTION: RESOLUTION NO. 2022-05 (C2P2 GRANT AUTHORIZATION)

RESOLUTION NO. 2022-05

RESOLUTION NO. 2022-05 AUTHORIZES THE TOWNSHIP MANAGER TO APPLY FOR AND SIGN (IF APPROVED) A DCNR C2P2 GRANT FOR THE BAIRDFORD PARK PORTION OF THE WEST DEER TOWNSHIP MASTER PARK PLAN.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-05 to adopt Resolution No. 2022-05 authorizing the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for the Bairdford Park portion of the West Deer Township Master Park Plan. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2022-06 (NOISE RESOLUTION SUBSTITUTION: DEER LAKES BOWL)

RESOLUTION NO. 2022-06

RESOLUTION NO. 2022-06 CONFIRMS THE TOWNSHIP'S SUPPORT OF THE PETITION TO SUBSTITUTE THE TOWNSHIP'S NOISE ORDINANCE NO. 434 FOR SECTION 493 (34) OF THE PENNSYLVANIA LIQUOR CODE (47 P.S. § 4-493 (34) IN ACCORDANCE WITH 40 PA. CODE § 5.36.

Mr. Frey requested an explanation of this resolution.

Mr. Voltz explained this resolution permitted Deer Lakes Bowl to follow the Township Noise Ordinance in place of the Liquor Control Board.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-06 confirming the Township's support of the petition to substitute the Township's Noise Ordinance for Deer Lakes Bowl. Motioned carried unanimously 4-0.

APPROVAL: HIRING OF ASSISTANT TOWNSHIP MANAGER

The Township advertised for the Assistant Township Manager Position in the newspaper and on the Township website.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve the hiring of Joseph Shook as the Assistant Township Manager. Motion carried unanimously 4-0.

APPROVAL: HIRING OF PLANNING/ZONING ADMINISTRATOR

The Township also advertised and interviewed for a Planning and Zoning Administrator.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to approve the hiring of Harmit Bedi as the Planning and Zoning Administrator. Motion carried unanimously 4-0.

APPROVAL: PROMOTION OF PART-TIMER POLICE OFFICER TO FULL-TIME POLICE OFFICER

The process for promoting one current Police Officer from part-time to full-time status has been completed.

The Board received a memorandum from Chief Loper recommending the promotion of Officer Bret Vulakovich to the position of Full-Time Police Officer.

Mrs. Jordan congratulated and thanked Officer Vulakovich for his dedication to West Deer.

Officer Vulakovich emphasized how incredibly grateful he was for the opportunity to work part-time for the department, and that he looked forward to serving in a full-time capacity. He thanked Sergeant Shurina for the opportunity to work within the school DARE Program.

Sergeant Shurina thanked the Board for hiring Officer Vulakovich. He congratulated Officer Vulakovich on his promotion.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to approve the promotion of current Part -Timer Police Officer Bret Vulakovich to the position of Full-Time Police Officer effective 26 March 2022. Motion carried unanimously 4-0.

AUTHORIZATION: BEACOM PLAN OF LOTS

The Planning Commission recommended approval of the Beacom Plan of Lots Preliminary and Final Subdivision Plan at their 24 February 2022 meeting.

Property Location: 107 Superior Road Tarentum, PA
Zoning District: R-3 Suburban Residential

Three-Lot Subdivision:
Lots to measure a minimum of 1.592, 6.440, and 4.725 acres.
Total parcel to measure 13.43 acres.

The Planning Commission recommended approval of the Beacom Plan of Lots subject to following conditions:

1. Fulfillment of any outstanding issues in Scott Shoup’s Engineering letter dated 23 February 2022.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to approve the preliminary and final subdivision of the Beacom Plan of Lots as per the recommendation by the Planning Commission. Motion carried unanimously 4-0.

AUTHORIZATION: CHANGE ORDER (PAVILION POSTS)

The Board of Supervisors awarded the Bairdford Park Pavilion Project to Santamaria Landscape & Cement Contractors, Inc.

Upon replacing the posts, it was found additional work was required.

Ms. Nelko explained in detail the reason for the change order to repair the pavilion posts.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the change order for the Bairdford Park Pavilion Project in the amount of \$60,342.49 to Santamaria Landscape & Cement Contractors, Inc. as per the recommendation of the Township Engineer. Motion carried unanimously 4-0.

AUTHORIZATION: TRANSFER OF POLICE VEHICLE TO WEST DEER VFD #3

In lieu of selling retired Police vehicles, the Board of Supervisors agreed to donate them to Township Emergency Services if they so requested one on a first-come/first-serve basis.

West Deer VFD #3 requested a Police SUV, and a transfer agreement was created.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the transfer of a Police SUV to the West Deer VFD #3 as specified in the Transfer Agreement. 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 22-01 – Work consists of milling of existing asphalt, installation of hot mix super pave binder and wearing courses, base repair, backfilling and other miscellaneous work on eleven (11) Township Roads totaling approximately 17,000 feet in length.

CONTRACT 22-02 – 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.

CONTRACT 22-03 – 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 bid results were presented to the Board of Supervisor prior to the Regular Business Meeting.

Ms. Nelko reported she recommended that the Board award Contract 2022-01 but table the other two contracts - Contract 2022-02 and Contract 2022-03- for further review.

CONTRACT 22-01 HOT MIX ASPHALT

Base Bid: Partridge Run Road, Pintail Road, Ringneck Court, Squirrel Hollow Road, Lager Drive, Woodlands Trail, Night Hawk Road, Rachel Court, Raccoon Way and Steeplechase Circle

<u>BIDDERS:</u>	<u>BASE BID</u>
A. Liberoni, Inc.	\$1,080,974.61
Youngblood Paving	\$1,099,037.25
Shields Paving	\$1,106,452.75
Mele & Mele & Sons Inc.	\$1,316,551.35
A. Folino Construction, Inc.	\$1,402,698.86

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to award the 2022 Road Program Hot Mix Asphalt Paving Contract 22-01 to A. Liberoni, Inc. in the amount of \$1,080,974.61 for the Base Bid. Motion carried unanimously 4-0.

CONTRACT 22-02 COLD MIX ASPHALT

Base Bid: Superior Road and West Starz Road (Mountain View Road to Nagy Lane)

<u>BIDDERS:</u>	<u>BASE BID:</u>
Mele & Mele & Sons, Inc.	\$458,249.00 *
Russell Standard	\$574,125.00
Youngblood Paving, Inc.	\$483,816.00

* Withdrew their bid 3/15/22

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to table the 2022 Road Program Cold Mix Asphalt Contract 22-02 to for the Base bid. Motion carried unanimously 4-0.

CONTRACT 22-03 DOUBLE BITUMINOUS SEAL COAT

Base Bid: Rittman Road, Glasgow Road, Donaldson Road & Shuster Road

<u>BIDDERS:</u>	<u>BASE BID</u>
Russell Standard Corporation	\$263,940.00
Youngblood Paving, Inc.	\$254,400.00

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to table the 2022 Road Program Double Bituminous Seal Coat Contract 22-03 to for the Base Bid. Motion carried unanimously 4-0.

TOTAL OF 2022 ROAD PROJECT APPROVED (NOT INCLUDING CONTRACTS 22-02 & 22-03) : \$1,080,974.61

OLD BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to adjourn the meeting at 7:40 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager