

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 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**

- None

**ACCEPT MINUTES**

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Mann to accept the minutes of the 20 April 2022 regular business meeting as presented. Motion carried unanimously 5-0.

**MONTHLY FINANCIAL REPORT**

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

**30 April 2022**

**I - GENERAL FUND:**

|                     | <b><u>April</u></b> | <b><u>YTD</u></b> | <b><u>% of Budget</u></b> |
|---------------------|---------------------|-------------------|---------------------------|
| <b>Revenues</b>     | 844,188.83          | 3,518,462.99      | 39.02%                    |
| <b>Expenditures</b> | 415,949.58          | 1,654,525.82      | 18.35%                    |

**Cash and Cash Equivalents:**

Sweep Account

2,002,350.37

**2,002,350.37**

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted

56,397.92

**Fire Tax Fund:**

|                                     |                   |                            |
|-------------------------------------|-------------------|----------------------------|
| Restricted                          | 38,323.27         |                            |
| <b>State/Liquid Fuels Fund:</b>     |                   |                            |
| Restricted                          | <u>194,370.30</u> | <b>289,091.49</b>          |
| <b>Investments:</b>                 |                   |                            |
| <b>Operating Reserve Fund:</b>      |                   |                            |
| Reserved                            | 776,378.25        |                            |
| <b>Capital Reserve Fund:</b>        |                   |                            |
| Reserved                            | <u>962,991.51</u> | <b>1,739,369.76</b>        |
| <b>III - CAPITAL PROJECT FUNDS:</b> |                   |                            |
| <b>Cash and Cash Equivalents:</b>   |                   |                            |
|                                     | <u>0.00</u>       | <b>0.00</b>                |
| <b>TOTAL CASH BALANCE 4/30/22</b>   |                   | <b><u>4,030,811.62</u></b> |

**Interest Earned April 2022**

**37.17**

|                               | <b>4/1/2022<br/>Debt Balance</b> | <b>April<br/>Principal<br/>Payment</b> | <b>4/30/2022<br/>Debt Balance</b> |
|-------------------------------|----------------------------------|--|-----------------------------------|
| <b>Mars National - VFC #3</b> | \$90,380.02                      | \$2,607.94                             | \$88,038.01                       |
| <b>NextTier Bank VFC #2</b>   | \$386,491.91                     | \$2,680.96                             | \$386,058.19                      |

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.

**APRIL LIST OF BILLS**

|                                      |           |
|--------------------------------------|-----------|
| Amerikohl Aggregates Inc.....        | 1381.20   |
| Amerikohl Transport Inc. ....        | 1104.96   |
| Bearcom.....                         | 292.47    |
| Best Wholesale Tire Co. ....         | 1295.76   |
| Culverts, Inc. ....                  | 2300.00   |
| Hei-Way, LLC.....                    | 900.55    |
| Jordan Tax Service, Inc. ....        | 2528.30   |
| Kress Tire .....                     | 1152.06   |
| MRM Property & Liability Trust ..... | 133177.00 |
| MRM Workers’ Comp Fund .....         | 25078.38  |
| Office Depot .....                   | 1434.35   |
| Santamaria Landscape & Cement.....   | 34632.45  |
| Shoup Engineering Inc .....          | 61359.25  |
| Toshiba Financial Services.....      | 498.76    |
| Tristani Brothers, Inc.....          | 2520.47   |

Tucker/Arensberg Attorneys .....3193.14

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 5-0.

**POLICE CHIEF’S REPORT**

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

Chief Loper reported the Police golf outing was held last week and had collected a little over \$11,000 for the K-9 Unit and the Explorers Program.

Mrs. Jordan pointed out that Sergeant Shurina completed his EMA Coordinator training and the Explorers Program was off to a great start.

Dr. Mann asked if a discussion was held about adding another school resource officer to the Deer Lakes Middle or High Schools. Chief Loper answered that an officer was being moved from one of the grade schools and being placed at the High School. He added that if more help is needed it will be worked out.

**PUBLIC WORKS FOREMAN’S REPORT**

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of April 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 contractor has also begun streambank work on Dawson Run at Mischen property.
- Bairdford Park Pavilion Project
  - The contractor, Santamaria Landscape and Cement Contractors, has repaired and replaced the roof on the pavilion. The contractor has replaced most of the twenty-six posts and work continues on posts and concrete floor.
- 2022 Road Improvement Project
  - The hot mix asphalt paving contract was entered into with A. Liberoni, Inc. and work on that project is complete. The cold mix asphalt contract was awarded to Youngblood Paving, Inc. and work has commenced on this project.

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 24 February 2022 and 25 April 2022.

Mrs. Jordan requested an update on the Bairdford Park Pavilion. Mr. Shoup responded that all the pavilion posts have been installed and the pouring of the concrete was being completed this week. He added that the pavilion should be available for use beginning the weekend of Memorial Day.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT**

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

**WEST DEER #1 VFC REPORT**

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

**ADOPTION: RESOLUTION NO. 2022-09 (VACANT PROPERTY PROGRAM)**

RESOLUTION NO. 2022-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER CONFIRMING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF A PARCEL OF VACANT PROPERTY KNOWN AS BLOCK AND LOT NUMBER 1838-P-314 IS IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

PROPERTY LOCATION: FORD STREET, TARENTUM, PA 15084

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-09 confirming that the acquisition and subsequent disposition of a parcel of vacant property known as block and lot number 1838-P-314 is in accordance with the Comprehensive Plan of the Municipality. Motion carried unanimously 5-0.

**ADOPTION: RESOLUTION NO. 2022-10 (DUI GRANT APPLICATION)**

RESOLUTION NO. 2022-10

RESOLUTION NO. 2022-10 AUTHORIZING THE TOWNSHIP MANAGER TO SIGN THE DUI GRANT ON BEHALF OF WEST DEER TOWNSHIP. THE GRANT IS FOR TWO YEARS (2022-2023 AND 2023-2024).

Mr. Mator reported there was a change to the Resolution, and the State mandates that the grant is only for one year (2022-2023) not two.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-10 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. Motion carried unanimously 5-0.

**AUTHORIZATION: ADVERTISEMENT PRD MODIFICATION REQUEST PUBLIC HEARING – TOA ROSE RIDGE, L.P.**

|                  |  |
|------------------|--|
| APPLICANT:       | TOA Rose Ridge, L.P.   |
| LOCATION:        | Gibsonia Road Allison Park, PA   |
| ZONING DISTRICT: | R-2 Semi-Suburban Residential  |
| REQUEST:         | A modification on an approved PRD Development for the required garage width. |

The applicant recently obtained a Conditional Use approval for a PRD located at 4769 Gibsonia Road, formerly the Rose Ridge Golf Course. In the final land development process, the Planning Commission identified that an additional modification was needed. The applicant is requesting a modification to Section §210-75.D.2.a which stipulates that one (1) twenty-two-foot garage be attached to each dwelling unit. This modification request is to reduce the required width of the integral garages to a minimum of 18’-9”.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of the PRD Modification Request Public Hearing for TOA Rose Ridge, L.P. schedule 15 June 2022 at 6:30pm. Motion carried unanimously 5-0.

**AUTHORIZATION: CHANGE ORDER (DAWSON RUN STREAM RESTORATION PROJECT)**

The Board of Supervisors awarded the Dawson Run Stream Restoration Project to Sure Shot Excavating, LLC.

In connection with the project the following change was ordered: removal and off-site disposal of fallen and stream transported trees and brush immediately downstream of work area.

Mr. Shoup reported this change order was primarily to remove a large tree that had fallen across the stream.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Mann to authorize the change order for the Dawson Run Stream Restoration Project in the amount of \$1,000.00 to Sure Shot Excavating, LLC as per the recommendation of the Township Engineer. Motion carried unanimously 5-0.

**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: The installation of eight new slot drains embedded in the concrete floor are needed to attach to the downspouts.

Mr. Shoup explained in detail the change order request for the pavilion downspouts.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to authorize the change order for the Dawson Run Stream Restoration Project in the amount of \$1,000.00 to Sure Shot Excavating, LLC as per the recommendation of the Township Engineer. Motion carried unanimously 5-0.

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

The Board received the attached memorandum for Chief Loper recommending the hiring of Connor Dobransky for the position of Part-Time Police Officer.

Satisfactory background checks are performed on the applicant.

Chief Loper stressed that the hiring of Officer Dobransky was to fill the void of Officers that have left the department. He added that the department was very fortunate to have him return.

Mrs. Jordan welcomed and congratulated Officer Dobransky.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to hire Connor Dobransky as Part-Time Police Officer of West Deer Township. Motion carried unanimously 5-0.

**AUTHORIZATION: MISCHEN PLAN OF LOTS VIII**

The Planning Commission recommended approval of the Mischen Plan of Lots VIII Preliminary and Final Subdivision Plan at their 28 April 2022 meeting.

|                      |  |
|----------------------|--|
| PROPERTY LOCATION:   | 80 Oak Road & 51 Dillner Lane Gibsonia, PA           |
| ZONING DISTRICT:     | R-1 – Rural Residential & R-3 – Suburban Residential |
| 2 – LOT SUBDIVISION: | Lots to measure 1.8 acres                            |
|                      | Total parcel to measure 4.9 acres                    |

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

1. Fulfillment of any outstanding issues in Scott Shoup’s Engineering letter dated 25 March 2022.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to approve the Preliminary and Final Subdivision of the Mischen Plan of Lots VIII as per the recommendation by the Planning Commission. Motion carried unanimously 5-0.

**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 13<sup>th</sup>.

The following bids were received:

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

Mrs. Jordan pointed out that HHSDR Architects had a flat bid for the items requested in the advertised RFP (Request for Proposals).

Mr. Mator added that any add-ons items would need to be approved by the Board.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to award the Municipal Complex Architect bid to HHSDR Architects in the amount of \$419,900.00. Motion carried unanimously 5-0.

Mrs. Jordan informed the public that the Township had been approved to receive a \$1.5 million grant to help fund the building of the new Municipal Complex.

**DISCUSSION: TOWN HALL MEETINGS**

Mrs. Jordan expressed her thoughts on holding a meeting for residents to discuss On-Street Parking Ordinance questions. She added that this meeting might curb the e-mails being received at the Township.

Mr. Mator explained that the Township had received many emails, but that they had all been addressed and the residents seemed to understand – and were satisfied by – the responses.

Chief Loper agreed with Mr. Mator.

Mrs. Jordan added that no one had come to the meeting to speak on the issue that evening, so any such town hall meetings would be scheduled in the future as needed.

**OLD BUSINESS**

- Mrs. Jordan requested that Curtisville Park be updated for the children that live in the area and asked the Board what they thought.

Mr. Mator reported he had already spoken to Mr. Olar about the park, and asked the Board for direction on what they would like done.

Mrs. Jordan asked for the basketball hoops be replaced.

More discussion was held.

- Mrs. Jordan pointed out that another PennDOT road in the Township was caving in and requested that there be more communication with the Government Officials to get the roads taken care of.

- Mrs. Jordan introduced the new hires Joseph Shook, Assistant Manager and Mr. Harmit Bedi, Planning/Zoning Administrator, to the public. She added that Mr. Shook was working on the Township website and newsletter. Mrs. Jordan recommended the newsletter be made available digitally for the residents.

- Mrs. Jordan asked for the tracking of the code violations to identify the problem areas within the Township.

Mr. Payne responded that he has done this in the past. He explained that normally residents inform him of any code violations. Mr. Payne added that Mr. Bedi and himself could drive around to look for any areas that are in need of code enforcement.

Mrs. Jordan voiced that there seems to be a pattern and those areas need to be worked harder to get cleaned up.

More discussion was held.

### **NEW BUSINESS**

- Mrs. Jordan voiced the Township's condolences and sympathy to Indiana Township and the family of Chief Timothy Michael, who recently passed away.

### **ADJOURNMENT**

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 7:35 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager