

West Deer Township
Board of Supervisors
15 February 2023
7:00pm

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; David Harrison; and James Smullin. Also present were: Daniel Mator, Township Manager; Joseph Shook, Assistant 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

Trish Caplan of Logan Road

- Ms. Caplan explained she was instructed to come speak to the Board about a code violation letter she received for not having a fence around her inground swimming pool. She requested an exemption to the Township Ordinance be made since she has a safety locking pool cover. Mr. Robb responded that an appeal – in the form of a variance application – would need to be completed and presented to the Zoning Hearing Board, not the Board of Supervisors.

Rose Pefferle of Woodhill Drive

- Ms. Pefferle explained she received a code violation letter requesting the removal of the cemented basketball hoop in the front of her house. She asked to be permitted to leave the hoop as is since it's been there for twenty-five years. Mr. Robb requested that Ms. Pefferle put her documentation together, give to Mr. Mator so it can be discussed between Mr. Thomas, Mr. Mator, and himself.

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 10 January 2023 special meeting and 18 January 2023 regular business meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 January 2023

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,765,785.16	1,765,785.16	19.58%
Expenditures	379,458.16	379,458.16	4.21%

Cash and Cash Equivalents:

Sweep Account

720,657.15

720,657.15**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

62,949.86

Fire Tax Fund:

Restricted

23,710.83

State/Liquid Fuels Fund:

Restricted

97,460.27

184,120.96**Investments:****Operating Reserve Fund:**

Reserved

951,747.98

Capital Reserve Fund:

Reserved

973,017.41

1,924,765.39**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 1/31/23**2,829,543.50**Interest Earned January 2023****5,033.12**

	<u>1/1/2023</u>	<u>January</u>	<u>1/31/2022</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$68,689.77	\$2,607.94	\$66,284.46
NextTier Bank VFC #2	\$373,261.30	\$2,680.96	\$371,785.03

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 5-0.

JANUARY LIST OF BILLS

Amerikohl Aggregates Inc.....	909.20
Amerikohl Transport Inc.	555.07
Bearcom.....	292.47
Best Wholesale Tire Co. Inc.....	1789.67
Hei-Way, LLC.....	985.24
Jordan Tax Service, Inc.....	1487.93
Kress Tire.....	2516.00
Shoup Engineering Inc.....	24387.62
Stephenson Equipment Inc.....	10214.14
Toshiba Financial Services.....	503.89
Tristani Brothers Inc.....	1138.06
Tucker/Arensberg Attorneys.	5333.04

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin 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 January 2023. 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 2023. 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.

Projects

- Municipal Building Project
 - Based on initial concept planning by HHS DR architects, preparation of a site plan, grading plan, utility plan, and storm sewer plan have been prepared. Work on the stormwater management plan, and erosion and sedimentation control plan has also been completed. An application for an NPDES Permit to the Allegheny County Conservation District has been filed.
- Bairdford Park
 - Plans, specifications, and bid documents have been prepared for an improved parking lot, new sports courts, and other features at Bairdford Park. Following review by the Pennsylvania DCNR, bids will be let for the project.
- Crest Street Bridge
 - Design of a replacement bridge for Crest Street is ongoing. Core borings to determine bearing capacity for bridge foundations have been drilled.

Development/Subdivision Review

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

- Ridgewood Heights Plan
 - Reviews of this 1846-lot preliminary and final subdivision plan located on Cedar Ridge Road were performed and review letters were issued to the Township.
- DCDBA/COPAM Plan
 - A review of this lot line revision plan located off of Bakerstown-Culmerville Road was performed and a review letter dated 25 January 2023 was sent to the Township.

PLANNING AND ZONING COMMUNITY DEVELOPMENT DIRECTOR REPORT

The Board received the Planning & Zoning Community Development Director Report for the month of January 2023. A copy of the report is on file at the Township Building.

PARKS & RECREATION BOARD REPORT

The Board received the Parks & Recreation Board Report for the month of January 2023. A copy of the report is on file at the Township Building.

Mrs. Jordan announced the upcoming events: Easter Egg Hunt being held at Bairdford Park on April 2nd and the Family Fishing Event at Deer Lakes Park on April 29th.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of January 2023. 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 January 2023. 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 January 2023 after meeting agenda was given to the Board. 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 January 2023. A copy of the report is on file at the Township Building.

ADOPTION: ORDINANCE NO. 451 (MUNICIPAL BUILDING FINANCING)

ORDINANCE NO. 451

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE INCURRING OF NONELECTORAL DEBT BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OR NOTES (THE "OBLIGATIONS") IN AN AGGREGATE PRINCIPAL AMOUNT NOT-TO-EXTEND EIGHT MILLION DOLLARS (\$8,000,000); COVENANTING TO PAY, AND PLEDGING ALL AVAILABLE TAXING POWER OF THE LOCAL GOVERNMENT UNIT FOR THE PAYMENT OF , THE OBLIGATIONS PROVIDING FOR THE ESTABLISHMENT OF A SINKING FUND AND THE APPOINTMENT OF A SINKING FUND DEPOSITORY; FIXING THE FORM, MAXIMUM INTEREST RATES, MATURITY, REDEMPTION AND OTHER PROVISIONS FOR THE PAYMENT THEREOF; AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FOR THE PURCHASE OF THE OBLIGATIONS; AUTHORIZING A FILING OF REQUIRED DOCUMENTS WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT; RATIFYING AND DIRECTING CERTAIN ACTIONS OF OFFICERS; AND MAKING CERTAIN OTHER COVENANTS AND PROVISIONS IN RESPECT OF THE OBLIGATIONS.

Mr. Harrison asked what the Board's obligation is if the estimates come in higher than the \$8,000,000. He added that he does not believe he would agree to a higher debt amount.

Mr. Mator asked Mr. Garrett, representative from the Township's hired bond counsel to speak on this ordinance.

Mr. Garrett from Dinsmore & Stohl LLP explained in detail the ordinance and pointed out that the Board is not obligated to borrow \$8,000,000. Mr. Garrett stated once the bids come in, then the decision of whether to apply for a bank loan or a publicly offered bond can be made.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 451 as presented. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-01 (APPOINTED AUDITOR FOR THE 2022 AUDIT)

RESOLUTION NO. 2023-01

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 2022 FISCAL YEAR.

Mr. Robb explained that the elected auditors are still able to review the financials but the actual audit work is done by the professional auditor.

Mrs. Jordan pointed out that any resident is able to view the financials the same as the elected auditors.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to adopt Resolution No. 2023-01 appointing the certified and competent Public Accountancy Firm of Mark C. Turnley, CPA to replace the elected auditors in making the examination of all of the accounts of the Township for the 2022 fiscal year. Motion carried unanimously 5-0.

APPOINTMENT: PARKS AND RECREATION COMMITTEE MEMBER

The Board is in receipt of the attached e-mail from Sara Kreidler stating that she has resigned from the Parks and Recreation Board effective 1 January 2023.

Ms. Keidler's term expires 31 December 2024, so there is a vacancy to fill her unexpired term.

The Board received one letter of interest from Genie Hoffman.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Harrison to appoint Genie Hoffman as a member of the Parks & Recreation Board to fill the unexpired term of Sara Kreidler, which expires 30 December 2024. Motion carried unanimously 5-0.

APPOINTMENT: PLANNING COMMISSION MEMBER

Due to an expiration of a member of the Planning Commission Board there is an available seat on the Board.

The Board received two letters of interest from Vaughn Campbell and Jake Oresick.

Mr. Frey requested this be deferred to next meeting so the Board is able to meet with the candidates before making a decision.

The Board agreed.

AUTHORIZATION: ADVERTISEMENT (BAIRDFORD PARK PROJECT)

In 2020, the Township received a C2P2 Grant from the DCNR to construct a new "Lower Bowl" of recreational amenities at Bairdford Park. This included new sports courts, parking lots, walkways, and other features.

The Board received a drawing.

Mr. Shoup explained the grant funding and what areas of the park were being rehabbed.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the advertisement of the Bairdford Park Project as presented. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT (ROAD PROGRAM)

The Board is in receipt of the Township Engineer's recommended road list for the 2023 Road Improvement Project.

HOT MIX ASPHALT – 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 Haven Hill Road, Canter Lane, Allison Park, & Martin Road..

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 with a base bid for a portion of West Starz Road and an alternate bid for Logan Road.

DOUBLE SEAL COAT – Work will consist of the application of a double bituminous seal coat on Rittman Road, Glasgow Road, Donaldson Road, Shuster Road, Superior Road and West Starz Road.

Mr. Shoup explained the bid process for the Road Improvement Project.

Mrs. Jordan added that for a few years the Township Budget had been increased to help with getting all the roads renovated but going forward, that should not be needed.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the Township Engineer to advertise and solicit bids for the 2023 Road Improvement Project. Motion carried unanimously 5-0.

AUTHORIZATION: WEST DEER TOWNSHIP MUNICIPAL BUILDING PRELIMINARY AND FINAL LAND DEVELOPMENT PLAN

The Planning Commission recommended approval of the West Deer Township Municipal Building Preliminary and Final Land Development Plan at their January 26, 2023 meeting.

Property Location: 133 East Union Road, Cheswick PA
Zoning District: C-2 – Highway Control

The Planning Commission recommended approval of the plan subject to following conditions:

1. Develop a connection walkway (NON-ADA) from the proposed Norther Trail to the Dog Shelter.
2. Include striping for a future crosswalk where the future sidewalk meets the main entrance drive off of the East Union Road.
3. Install deer resistant arborvitae as screening for the dumpster enclosure.
4. Show the future access connecting it to the Public Works Salt Storage Area.

Mr. Shoup gave a presentation of the updated Municipal Building Development Plan to the Board and the public.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the West Deer Township Municipal Building Preliminary and Final Land Development Plan per the recommendation of the Planning Commission. Motion carried unanimously 5-0.

AWARD: POLICE F-150 UPFITTING

It was found that the upfitting of the 2022 Ford F-150 Police Truck was not included in the cost presented to – and approved by – the Board.

The estimate from Team Force was given to the Board.

Mr. Frey asked if the previous bids already included this.

Mr. Mator answered this amount was missed and was not included in the financing.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to award the upfitting of the 2022 Police D-150 Truck to Team Force, Inc. in the amount of \$19,267.12. Motion carried unanimously 5-0.

AWARD: TOWNSHIP BUILDING CLEANING CONTRACT

The Township received the following bids for janitorial services at the Township Building.

<u>Companies</u>	<u>Bid</u>
Clannet USA	\$781.25 per month
Buildingstars	\$785.00 per month
Jani King	\$1,821.03 per month

Mr. Mator brought up that even though Buildingstars was not the lowest bidder, they were the service recommended by the staff. He added that after Mrs. French researched each cleaning business, she found that Buildingstars has an

incentive plan for their employees to keep them cleaning efficiently, which through the years has been an issue with current cleaning company.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to award the janitorial services bid to Buildingstars for the cleaning of the Township Building in the amount of \$785.00 per month. Motion carried unanimously 5-0.

PROMOTIONS: FULL-TIME POLICE OFFICERS

The Board approved the promotion of two Part-Time Police Officers to Full-Time Police Officers in the 2023 Township Budget.

The process for promoting two current Police Officers from Part-Time to Full-Time status has been completed.

The Board is in receipt of a memorandum from Chief Loper recommending the promotion of Officer Connor Dobransky and Officer Andrew Lindner to the positions of Full-Time Police Officers.

Chief Loper explained in detail the process the Part-Time Officers go through to be considered for a full-time position.

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Frey to approve the promotion of current Part-Time Police Officers Connor Dobransky and Andrew Linder to the positions of Full-Time Police Officers effective February 25, 2023. Motion carried unanimously 5-0.

OLD BUSINESS

- Mrs. Jordan mentioned the new Welcome to the Township signs seem small, so after a conversation with Mr. Mator new ones will be ordered.

Mr. Mator agreed and explained the sign that was given as a proof was thought to be a smaller sign for the side roads, but ended up being the size for the main roads.

- Mrs. Jordan reported for anyone that uses the Senior Center that the reconstruction is going well and hopefully will be open soon.

- Mrs. Jordan brought up that the Township budgeted \$140,000 for twelve new hydrants to be placed within the Township and Oakmont Water is working on installing them.

Mr. Frey mentioned that three have already begun.

NEW BUSINESS

- None

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 7:50 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager