

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: Jodi French, Township Secretary; 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 Mrs. French – Quorum present

**COMMENTS FROM THE PUBLIC**

- None

**ACCEPT MINUTES**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 15 February 2023 regular business meeting as presented. Motion carried unanimously 5-0.

**MONTHLY FINANCIAL REPORT**

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**28 February 2023**

**I - GENERAL FUND:**

	<b><u>February</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	505,812.73	1,439,256.57	15.35%
<b>Expenditures</b>	486,511.47	1,010,331.33	10.78%
<b>Cash and Cash Equivalents:</b>			
Sweep Account		634,983.10	
			<b>634,983.10</b>

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted 57,332.17

**Fire Tax Fund:**

Restricted 4,143.69

**State/Liquid Fuels Fund:**

Restricted 60,493.17

		<u><b>121,969.03</b></u>
<b>Investments:</b>		
<b>Operating Reserve Fund:</b>		
Reserved	951,755.28	
<b>Capital Reserve Fund:</b>		
Reserved	<u>976,240.36</u>	<u><b>1,927,995.64</b></u>
 <b>III - CAPITAL PROJECT FUNDS:</b>		
<b>Cash and Cash Equivalents:</b>		
	<u>0.00</u>	<u><b>0.00</b></u>
 <b>TOTAL CASH BALANCE 2/28/23</b>		<u><u><b>2,684,947.77</b></u></u>

<b>Interest Earned February 2023</b>	<b>3,520.73</b>		
	<b>2/1/2023</b>	<b>February</b>	<b>2/28/2022</b>
	<b>Debt Balance</b>	<b>Principal</b>	<b>Debt Balance</b>
		<b>Payment</b>	
<b>Mars National - VFC #3</b>	\$66,284.46	\$2,607.94	\$63,879.15
<b>NexTier Bank VFC #2</b>	\$371,785.03	\$2,680.96	\$370,303.71

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.

**FEBRUARY LIST OF BILLS**

Amerikohl Aggregates Inc.....	1383.45
Amerikohl Transport Inc. ....	1126.13
Bearcom.....	292.47
Best Wholesale Tire Co. Inc.....	135.29
Hei-Way, LLC.....	1312.35
Jordan Tax Service, Inc.....	583.99
Mark C. Turnley.....	4500.00
MRM Workers’ Comp Fund.....	27003.78
Office Depot.....	420.68
Shoup Engineering Inc. ....	1899.25
Stephenson Equipment Inc. ....	64.80
Toshiba Financial Services.....	1361.88
Tucker/Arensberg Attorneys. ....	5177.40

MOTION BY Supervisor Frey 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**

Sergeant Mike Shurina was present and Chief Bob Loper provided a summary report of Police Department activities for the month of February 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 February 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
  - Site plans, grading plans, utility plans, and storm sewer plans have all been prepared. Work on both 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. The project has been let with bids due to be opened on Monday, 13 March 2023.
- 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.
- 2023 Road Improvement Project
  - Specifications and bid documents have been prepared and the project has been let for bids. Bids are to be opened on Monday, 13 March 2023.

#### 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 eighteen lot preliminary and final subdivision plan located on Cedar Ridge Road were performed and review letters dated 15 December 2022 and 16 January 2023 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 February 2023. A copy of the report is on file at the Township Building.

**PARKS AND RECREATION BOARD REPORT**

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

Mrs. Jordan announced the upcoming event: Easter Egg Hunt being held at Bairdford Park on April 2<sup>nd</sup>.

**WEST DEER #1 VFC REPORT**

The Board did not receive a monthly report form VFC #1.

**WEST DEER #2 VFC REPORT**

The Board did not receive a monthly report from VFC #2.

**WEST DEER #3 VFC REPORT**

The Board received the West Deer #3 VFC's Report for the month of February 2023. A copy of the report is on file at the Township Building.

Mrs. Jordan requested going forward that the Volunteer Fire Companies provide a breakdown of the locations of their Quick Response Services (QRS) calls in their monthly reports.

**WEST DEER EMS REPORT**

The Board received the West Deer EMS Report for the month of February 2023. A copy of the report is on file at the Township Building.

**ADOPTION: RESOLUTION NO. 2023-02 (C2P2 GRANT AUTHORIZATION)**

RESOLUTION NO. 2023-02 AUTHORIZES THE TOWNSHIP MANAGER TO APPLY FOR AND SIGN (IF APPROVED) A DCNR C2P2 GRANT FOR CONTINUING THE BAIRDFORD PARK PORTION OF THE WEST DEER TOWNSHIP MASTER PARK PLAN.

The Board received a copy of the Resolution 2023-02.

Mr. Shoup explained that this grant – if approved – would help fund the Bairdford Park Project.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to adopt Resolution No. 2023-02 authorizing the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for continuing the Bairdford Park portion of the West Deer Township Master Park Plan. Motion carried unanimously 5-0.

**APPOINTMENT: PLANNING COMMISSION MEMBER INTERVIEW/APPOINTMENT**

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.

Mrs. Jordan announced that Mr. Campbell withdrew his letter of interest.

Mr. Oresick gave a brief description of his background and voiced why he would like to become a member of the Planning Commission.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Jake Oresick as a member of the Planning Commission for a four-year term to expire December 31, 2026. Motion carried unanimously 5-0.

**AUTHORIZATION: ADVERTISEMENT (MUNICIPAL BUILDING BIDS)**

The Board received a draft of the Municipal Building Bids advertisement. Included in the advertisement are:

- Contract No. 1 General Construction
- Contract No. 2 HVAC Construction
- Contract No. 3 Plumbing Construction
- Contract No. 4 Electrical Construction

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Harrison to authorize the advertisement of the Municipal Building Bids as presented. Motion carried unanimously 5-0.

**AUTHORIZATION: ADVERTISEMENT OF A PUBLIC HEARING FOR A CONCERT VENUE (NO OFF SEASON)**

- Application: Charles Vrabel  
Brickyard Park Holdings LLC
- Location: 940 & 982 Little Deer Creek Valley Road Russellton, PA  
40.11 acres
- Zoning District: I – Industrial
- Request: To construct a new concert stage with associated parking lot.

The applicant is requesting a Land Development Plan and Conditional Use in an Industrial (I) Zoning District.

Mr. Frey asked if the hearing could be scheduled right before next months’ regular business meeting.

Mr. Robb recommended to not schedule the hearing the same day as the Boards’ regular business meeting to provide a sufficient amount of time for any witnesses as well as any residents that may have a public comment.

MOTION BY Supervisor Frey and SECONDED BY Hollibaugh to authorize the advertisement of the Conditional Use Public Hearing for the new concert stage with associated parking lot to be scheduled April 11<sup>th</sup> at 6:00pm. Motion carried unanimously 5-0.

**AUTHORIZATION: HAMPSHIRE STATES LOT LINE REVISION**

The Planning Commission recommended approval of the Hampshire Estates Lot Line Revision at their February 23, 2023 meeting.

- Property Location: 57 Hampshire Lane
- Zoning District: R-1 Rural Residential

The proposal is for a lot line revision to correct the boundaries between two parcels owned by Deer Creek Drainage Basin Authority and COPAM Properties, Inc. located at Hampshire Lane Gibsonia, PA. The two parcels being revised are 2010-F-49 and 2010-F-284. The lot measures 0.664 of an acre.

The Planning Commission recommended approval of the Hampshire Estates Lot Line Revision subject to the following conditions:

1. Satisfactorily address all comments and concerns of Mr. Shoup's comment letter dated 26 January 2023.

Mr. Shoup explained that Deer Creek Drainage Basin Authority had built their building over their parcel line so to correct this issue there needed to be a lot line revision.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Hampshire Estates Lot Line revision as per the recommendation by the Planning Commission with the condition previously mentioned. Motion carried unanimously 5-0.

**AUTHORIZATION: RIDGEWOOD HEIGHTS SUBDIVISION AND LAND DEVELOPMENT PLAN**

The Planning Commission recommended approval of the Ridgewood Heights Subdivision Plan at their January 26, 2023 meeting.

Property Location: Cedar Ridge Road  
Zoning District: R-2 Semi Suburban Residential

The proposal is for a Planned Residential Development (PRD) for the applicant, Cedar Ridge Partners LP to construct 18 single family homes on 12.18 acres located on Cedar Ridge Road Allison Park, PA. The lots to measure 13,059 sq. ft.

The Planning Commission recommended approval of the Ridgewood Heights Subdivision and Land Development Plan subject to the following conditions:

1. Address and satisfy all issues in the letter from Scott Shoup dated 17 January 2023.
2. Locate additional fire hydrant at end of cul-de-sac.
3. Approval of the variance request on 16 February 2023.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Harrison to approve the Ridgewood Heights Subdivision and Land Development Plan as per the recommendation by the Planning Commission with the conditions previously mentioned. Motion carried unanimously 5-0.

**AWARD: BAIRDFORD PARK IMPROVEMENT PROJECT**

Plans, specifications, and bid documents were prepared by Shoup Engineering for the Bairdford Park Improvement Project.

The project was advertised and sealed bids were received until 2:00 p.m. on Monday, 13 March 13, 2023, at which time there opened and read aloud.

**BASE BID** – Work shall consist of construction of new asphalt sports courts, application of four coat acrylic sports court surface system, concrete walks and ramp, reconfiguration and asphalt paving of an existing parking lot, storm sewer installation and other miscellaneous work.

**ALTERNATE A** – Work shall consist of installing landscaping and other miscellaneous work around the reconfigured parking lot.

**ALTERNATE B** – Work shall consist of the construction of a new asphalt multi-purpose court.

**ALTERNATE C** – Work shall consist of the construction of a new asphalt parking lot.  
The bids results were presented to the Board prior to the regular business meeting.

**BASE BID**

<b><u>BIDDERS:</u></b>	<b><u>BASE BID</u></b>	<b><u>ALTERNATE A</u></b>	<b><u>ALTERNATE B</u></b>	<b><u>ALTERNATE C</u></b>
Youngblood Paving, Inc.	\$528,988.10	\$43,565.00	\$75,009.00	\$66,449.20
Dun Rite Construction & Paving, LLC	\$534,902.05	\$45,875.00	\$74,662.50	\$70,380.00

Mr. Shoup stated that after speaking with Mr. Mator, he recommended that the Board approve the Base Bid and Alternate B so all the sports courts would be completed together versus part this year and part next year.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to award the Bairdford Park Improvement Project to Youngblood Paving, Inc. in the amount of \$603,997.10 for the Base Bid and Alternate B. Motion carried unanimously 5-0.

**AWARD: 2023 ROAD PROGRAM**

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2023 Road Program.

The Project was advertised and sealed bids were received until 1:30 P.M. on Monday, 13 March 2023, at which time they were opened and read aloud.

**CONTRACT 23-01** – 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 four (4) Township Roads totaling approximately 7,600 feet in length.

**CONTRACT 23-02** – 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 one (1) Township Road totaling approximately 3,900 feet in length. Alternate bids for similar work will also be received for one (1) other Township Road totaling approximately 11,600 feet in length.

**CONTRACT 23-03** – Work will consist of the application of a double bituminous seal coat on six (6) Township Roads totaling approximately 39,600 feet in length.

The bid results were presented to the Board of Supervisor prior to the Regular Business Meeting.

Mr. Shoup recommended the Board approve all base bid contracts. He reported the total of the base bid contracts are over the approved 1 million budget for the Road Improvement Project so there would be insufficient funding for the Contract 23-02 Alternate Bid.

**CONTRACT 23-01 HOT MIX ASPHALT**

**Base Bid:** Haven Hill Drive, Canter Lane, Allison Road and Martin Road

<b><u>BIDDERS:</u></b>	<b><u>BASE BID:</u></b>
Shields Asphalt Paving Inc.	\$437,499.00
Youngblood Paving, Inc.	\$448,822.60
Tresco Paving Corporation	\$589,124.00

El Grande Industries, Inc. \$595,139.00  
 Keystone Excavating & Development, LLC \$713,664.00

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to award the 2023 Road Program Hot Mix Asphalt Contract 23-01 to Shields Asphalt Paving, Inc. in the amount of \$437,499.00 for the Base bid. Motion carried unanimously 5-0.

**CONTRACT 23-02 COLD MIX ASPHALT**

**Base Bid:** West Starz Road (portion)

**Alternate Bid:** Logan Road

<b><u>BIDDERS:</u></b>	<b><u>BASE BID</u></b>	<b><u>ALTERNATE BID</u></b>
Youngblood Paving, Inc.	\$210,340.00	\$563,340.00
Russell Standard	\$229,222.50	\$615,270.00

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to award the 2023 Road Program Cold Mix Asphalt Contract 23-02 to Youngblood Paving, Inc. in the amount of \$210,340.00 for the Base Bid. Motion carried unanimously 5-0

**CONTRACT 23-03 DOUBLE BITUMINOUS SEAL COAT**

**Base Bid:** Rittman Road, Glasgow Road, Donaldson Road, Shuster Road, Superior Road and West Starz Road

<b><u>BIDDERS:</u></b>	<b><u>BASE BID</u></b>
Youngblood Paving, Inc.	\$388,328.60
Russell Standard	\$406,866.90

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to award the 2023 Road Program Double Bituminous Seal Coat Contract 23-03 to Youngblood Paving, Inc. in the amount of \$388,328.60 for the Base Bid. Motion carried unanimously 5-0.

**TOTAL OF 2023 ROAD PROJECT APPROVED: \$1,036,167.60**

**OLD BUSINESS**

- None

**NEW BUSINESS**

- None

**ADJOURNMENT**

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 7:40 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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 Daniel J. Mator Jr., Township Manager