

West Deer Township
Board of Supervisors
19 April 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 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

Paul Kneib of 1002 York Way

- Mr. Kneib commented on the Concert Venue conditional use application, and cited concerns about public safety. Mr. Robb stated that the Board was not scheduled to vote on the matter that evening, and that no additional testimony could be entered as the hearing had closed.

ACCEPT MINUTES

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

MONTHLY FINANCIAL REPORT

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

I - GENERAL FUND:

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	482,606.64	1,921,863.21	20.50%
Expenditures	614,0741.90	1,624,406.23	17.33%

Cash and Cash Equivalents:

Sweep Account

0.00

548,022.11**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

56,953.39

Fire Tax Fund:

Restricted

38,136.48

State/Liquid Fuels Fund:

Restricted

494,667.30589,757.17**Investments:****Operating Reserve Fund:**

Reserved

951,763.37

Capital Reserve Fund:

Reserved

979,935.651,931,699.02**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 3/31/23**3,069,478.30**Interest Earned March 2023****5,582.52**

	<u>3/1/2023</u>	<u>March</u>	<u>3/31/2023</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$63,879.15	\$2,607.94	\$61,285.84
NextTier Bank VFC #2	\$370,303.71	\$2,680.96	\$368,822.39

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

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

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

MARCH LIST OF BILLS

Amerikohl Aggregates Inc.....	3074.25
Amerikohl Transport Inc.	2502.44
Bearcom.....	292.47
Digital-Ally.....	11997.60
Hei-Way, LLC.....	1556.93
Jordan Tax Service, Inc.....	2949.76
Markl Supply.....	1465.00
North Hills COG SRT Vehicle Maintenance.....	3196.00
Office Depot.....	495.84
Shoup Engineering Inc.	13459.50
Stephenson Equipment Inc.	1455.66
Toshiba Business Solutions, USA.....	597.82
Toshiba Financial Services.....	731.60
Tucker/Arensberg Attorneys.	8837.42
Wine Concrete Products, Inc.	2560.00

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 5-0.

POLICE CHIEF’S REPORT

Chief Bob Loper was present and provided a summary report of Police Department activities for the month of March 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 March 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 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 main project has been awarded to Youngblood Paving.
- 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 contracts have been awarded to Shields Asphalt Paving and Youngblood Paving.

Development/Subdivision Review

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

- Moretti Realty Plan
 - Reviews of this lot consolidation plan and land development plan located on Saxonburg Boulevard were performed and review letters dated 20 March 2023 were 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 March 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 March 2023. A copy of the report is on file at the Township Building.

WEST DEER #1 VFC REPORT

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

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of March 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 March 2023. 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 March 2023. A copy of the report is on file at the Township Building.

ADOPTION: RESOLUTION NO. 2023-3 (BLIGHT GRANT CONSULTANT)

RESOLUTION NO. 2023-02 APPROVES AND AUTHORIZES THE EXECUTION OF A BLIGHT GRANT CONSULTANT AGREEMENT WITH BRANTON STRATEGIES, LLC.

The Board received a copy of the Resolution 2023-3.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2023-3 approving and authorizing the execution of a Blight Grant Consultant Agreement with Branton Strategies, LLC. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-4 (RIDGEWOOD HEIGHTS SEWAGE PLANNING MODULE)

RESOLUTION NO. 2023-4 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE RIDGEWOOD HEIGHTS PLAN.

Mr. Shoup reviewed the PA Department of Environmental Protection Planning Module documents and found the planning module to be in proper order. Mr. Shoup therefore recommended that it be approved by the Township by Resolution.

The Board received a copy of the Resolution 2023-4.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2023-4 approving the PA DEP Sewage Facilities Planning Module for the Ridgewood Heights Plan Sewage Planning Module Plan. Motion carried unanimously 5-0.

APPOINTMENT: ZONING OFFICER

The Township Manager has recommended that Planning and Zoning Department be reorganized under Assistant Township Manager Joseph Shook, and is advising Mr. Shook be appointed the Zoning Officer as per the Township Code.

Mr. Mator was asked to explain this position. He stated that though the Zoning Officer position existed for at least fifteen years – and the functions were still being performed – no one was ever formally appointed to the position. Both he and Mr. Robb recommended the formal appointment as more of a procedural matter to clear up any confusion if it arose.

MOTIONED BY Supervisor Harrison and SECONDED BY Supervisor Hollibaugh to appoint Joseph Shook as the Township Zoning Officer. Motion carried unanimously 5-0.

AWARD: BAIRDFORD PARK PROJECT (FENCING, PAVILION, GAGA BALL PIT, BENCHES)

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

The Board is in receipt of four (4) proposals from COSTARS' Vendors for materials and installation of various features at Bairdford Park:

FENCING

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Hollibaugh to award the fencing for the Bairdford Park Improvement Project to Schrock Fence Company in the amount of \$45,616.00. Motion carried unanimously 5-0.

PAVILION

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to award the pavilion for the Bairdford Park Improvement Project to Jeffrey Associates in the amount of \$62,470.00. Motion carried unanimously 5-0.

GAGA BALL PIT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to award the Gaga Ball Pit for the Bairdford Park Improvement Project to Playgo Company in the amount of \$4,405.00. Motion carried unanimously 5-0.

BENCHES

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Smullin to award the benches for the Bairdford Park Improvement Project to Jeffrey Associates in the amount of \$4,376.00. Motion carried unanimously 5-0.

OLD BUSINESS

- None

NEW BUSINESS

• Mrs. Jordan asked Mr. Mator to speak on the issuance of occupancy permits. Mr. Mator explained what occupancy permits were, when they were issued, and by whom. He clarified the difference between occupancy permits and building inspections, and stated that Mr. Shook had been issuing the occupancy permits since the last code enforcement officer had left, but that Mr. Thomas – the new Code Enforcement Officer – may soon be taking on those duties as well.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 7:45 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager