

West Deer Township
Board of Supervisors
20 September 2023
7:00pm

The West Deer Township Board of Supervisors held their Regular Business 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

- Victoria Austin of Hemlock Street
 - Ms. Austin expressed her feeling that West Deer's local government was suffering from an ethical issue/conflict of interest. She elaborated by speaking about members of the Board. Ms. Austin spoke about the applicants of the Planning Commission Board, and requested that the Board choose a neutral party.

Mrs. Jordan stressed that posts being made to social media platforms about her in particular are not true. She explained she neither personally benefits from the gas wells, nor does she profit from Olympus or Hyperion's dealings. Mrs. Jordan advised that if anyone feels that she or any other member of the Board is being unethical to contact Mr. Mator for further direction on how to have the claim investigated.

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 16 August 2023 regular business meeting as presented. Motion carried 4-yes, 0-no, 1-abstain. Member abstaining: Chairperson Jordan due to not attending the August meeting.

APPOINTED AUDITORS REPORT

Township-appointed Auditor Mark Turnley was present and summarized the 2022 Annual Audit.

MONTHLY FINANCIAL REPORT

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

I - GENERAL FUND:

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	521,322.61	5,918,461.01	63.13%
Expenditures	366,250.43	4,627,866.13	49.36%

Cash and Cash Equivalents:

Sweep Account

1,528,542.11**6,156,408.24****II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

104,551.91

Fire Tax Fund:

Restricted

69,930.91

State/Liquid Fuels Fund:

Restricted

229,763.00**404,245.82****Investments:****Operating Reserve Fund:**

Reserved

956,376.71

Capital Reserve Fund:

Reserved

1,000,082.36**1,956,459.07****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:****Capital Reserve Fund**

Reserved

7,182,710.81**7,182,710.81****TOTAL CASH BALANCE 8/31/23****15,699,823.94****Interest Earned August 2023****42,259.69**

	<u>8/1/2023</u>	<u>August</u>	<u>8/31/2023</u>
	Debt Balance	Principal	Debt Balance
		Payment	
Mars National - VFC #3	\$53,991.04	\$2,607.94	
NexTier Bank VFC #2	\$362,632.62	\$2,680.96	\$361,089.08

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 Smullin to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

AUGUST LIST OF BILLS

Amerikohl Aggregates Inc.....	2188.07
Amerikohl Transport Inc	1544.52
Bearcom.....	292.47
Cooper Sign.....	7420.00
Hei-Way, LLC.....	261.22
Jordan Tax Service, Inc.	14263.34
MRM Trust Workers Comp Fund.	24305.05
Office Depot.. ..	675.94
Roadsafe Traffic Systems.....	2320.00
Shoup Engineering Inc.	8801.25
Tucker/Arensberg Attorneys.. ..	5380.10

MOTION BY Supervisor Frey and SECONDED BY Supervisor Harrison 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 provided a summary report of Police Department activities for the month of August 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 August 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
 - Supervision of site construction work occurring as needed.
- Bairdford Park
 - The main project has been awarded to Youngblood Paving. Various other projects have been awarded to COSTARS vendors. Youngblood paving is expected to have the work on the main parking lot improvements completed by 20 September 2023, with work on the sports courts to follow.
- Crest Street Bridge
 - Award of the project was made to Gary Metzinger Cement Contractor. Installation of the temporary bridge, demolition of the old bridge, and installation of foundation caissons have been completed. Construction of grade beams is on-going. The precast bridge deck beams are scheduled for delivery at the end of the month.

- 2023 Road Improvement Project
 - Shields Asphalt has completed the hot mix asphalt paving work. Youngblood paving has also completed the double bituminous seal coat work. Work on the cold mix asphalt work by Youngblood Paving is scheduled within the next month.

Development/Subdivision Review

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

- 189 McKrell road Plan
 - A review of this subdivision plan was performed and a review letter dated 7 August 2023 was sent to the Township.

Mr. Shoup gave an updated report on the Crest Street Bridge and the Bairdford Park projects.

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

The Board received the Planning, Zoning, and Code Enforcement Report for the month of August 2023. 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 August 2023. A copy of the report is on file at the Township Building.

Mrs. Jordan announced the West Deer Festival was coming up that weekend and asked Mrs. Stark for the timeline.

Mrs. Stark responded that the 5K begins Saturday at 10:00am, and the festival starts at noon and is until 9:00pm. She added that Sunday was noon until 7:00pm.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of August 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 August 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 August 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 August 2023. A copy of the report is on file at the Township Building.

Mrs. Jordan announced the EMS was finally in receipt of their new ambulance after a wait of 2 years to receive it.

APPOINTMENT: PLANNING COMMISSION MEMBER

The Board was in receipt of an email from Katharine Rojik stating that she has resigned from the Planning Commission effective 21 July 2023.

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

The Board received three letters of interest from Will Hilinski, Daniel Maltese, and William Payne.

Mr. Hilinski and Mr. Maltese were present, and the Board asked them to make a presentation regarding their interest.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to appoint William Payne as a member of the Planning Commission to fill the unexpired term of Katharine Rojik, which expires 31 December 2024. A roll call vote was taken. Members voting yes: Mr. Frey and Mr. Smullin. Members voting no: Mrs. Hollibaugh, Mr. Harrison, and Mrs. Jordan. Motion failed (2-yes, 3-no).

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Harrison to appoint Daniel Maltese as a member of the Planning Commission to fill the unexpired term of Katharine Rojik, which expires 31 December 2024.

Motion carried unanimously 5-0.

APPROVAL: 2024 ROAD PROGRAM LIST

The Board was in receipt of the Township Engineer's recommended road list for the 2024 Road Improvement Project.

Mr. Shoup outlined what was being recommended and advised the Board of the process moving forward.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve the Township Engineer's recommended road list for 2024 Road Improvement Project. Motion carried unanimously 5-0.

APPROVAL/DENIAL: CONDITIONAL USE APPLICATION – HYPERION INTERCONNECT

Mr. Robb reported the Board had heard three evenings of a conditional use hearing, and that after the hearing closed, the Board deliberated the proposed findings, evidence, and testimony submitted. He added the deadline to act on this condition use application was that evening with a motion to approve/deny the findings and decision.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve the findings and decision of the Board of Supervisors approving the application for conditional use filed by Hyperion Midstream for the Deer Creek Interconnect & Associated Pipeline. Motion carried 4-yes, 0-no, 1-abstain. Member abstaining: Supervisor Harrison.

APPROVAL/DENIAL: LAND DEVELOPMENT APPLICATION – HYPERION INTERCONNECT

Mrs. Jordan asked Mr. Shoup if he had any additional comments. Mr. Shoup responded that any concerns would have been included in the conditions of approval.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve the land development application frilled by Hyperion Midstream for the Deer Creek Interconnect & Associated Pipeline. Motion carried 4-yes, 0-no, 1-abstain. Member abstaining: Supervisor Harrison.

AUTHORIZATION: 2024 BUDGET ADVERTISEMENTS AND BUDGET WORKSHOPS

The Board was in receipt of the budget schedule and draft advertisements.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the advertisements for the 2024 Budget as dictated by – and in compliance with – the Township Charter. Motion carried unanimously 5-0.

DISCUSSION: VFC #3 FINANCES

Chief Wiegand opened by stating he was not given any information as to what was to be discussed at the meeting. Mrs. Jordan replied that she was not in attendance at the prior month’s meeting, so she asked Mr. Mator for direction.

Mr. Mator replied that at the last meeting Chief Wiegand requested additional funds, and was asked to provide a formal letter stating the dollar amount VFC #3 was requesting and the reason(s) for the request, as well as a copy of the Fire Company’s financials (monthly and YTD).

In response, Chief Wiegand reported sending an email to the Board regarding their expenses for the remainder of the year. Mrs. Jordan, however, alluded that there was nothing formally requested, and asked the Chief for the dollar amount that the Fire Department was requesting and their rationale.

There was much discussion held on the matter.

DISCUSSION: ZONING ORDINANCE

Mr. Robb reported that after last month, the Board did an internal review and provided additional comments to the draft ordinance. He added that if everyone was comfortable with the changes, then the ordinance and associated map could be placed on the Township website for the public to view and to provide comments. Mr. Robb mentioned that the ordinance was viewed/approved by the Planning Commission, and that the Boards’ directive last month of Mr. Harrison’s recommendation to eliminate the minimum lot size on the short term rental properties was added.

Mrs. Jordan asked Mr. Shoup if he had reviewed this ordinance extensively because he has the knowledge of the main things handled within the Township. Mr. Shoup stated he had.

More discussion was held.

Mr. Frey requested to have another month to review the ordinance.

The Board agreed.

OLD BUSINESS

- None

NEW BUSINESS

- Mrs. Jordan asked Mr. Mator to provide an update on the Blight Program.
 - Mr. Mator announced that the Township was awarded a Blight Grant to fund a program to help keep properties from becoming blighted. He reported a meeting between Mrs. Jordan, Mr. Shook, Mrs. Moyta, Mr. Thomas, Ms. Winnie Branton of Branton Strategies, and himself to discuss the program. Mr. Mator stated that Ms. Branton took a tour of the Township with Mr. Thomas. He added that – at no cost to the Township – she would be providing the Township with a report addressing actions the Board could take to improve the quality of the lives of the Township residents.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 8:43 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager