

West Deer Township  
Board of Supervisors  
15 November 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; 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

Mr. Robb reported the Board held an executive session to discuss personnel matters and collective bargaining issues.

Roll Call taken by Mr. Mator – Quorum present

**COMMENTS FROM THE PUBLIC**

- None

**ACCEPT MINUTES**

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to accept the regular business meeting minutes of the 20 September 2023, 18 October 2023 and the special meeting of 1 November 2023 as presented. Motion carried unanimously 4-0.

**MONTHLY FINANCIAL REPORT**

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**31 October 2023**

**I - GENERAL FUND:**

	<b><u>October</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	248,729.08	6,759,557.50	72.10%
<b>Expenditures</b>	1,741,344.27	7,490,587.35	79.90%

**Cash and Cash Equivalents:**

Sweep Account

728,110.22

**8,218,697.57**

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted

94,115.37

<b>Fire Tax Fund:</b>		
Restricted	48,108.77	
<b>State/Liquid Fuels Fund:</b>		
Restricted	<u>231,747.30</u>	
		<b><u>373,971.44</u></b>

**Investments:**

<b>Operating Reserve Fund:</b>		
Reserved	2,228,631.16	
<b>Capital Reserve Fund:</b>		
Reserved	<u>1,008,699.47</u>	
		<b><u>3,237,330.63</u></b>

**III - CAPITAL PROJECT FUNDS:**

<b>Cash and Cash Equivalents:</b>		
<b>Capital Reserve Fund</b>	<u>6,501,495.21</u>	
Reserved		<b><u>6,501,495.21</u></b>

**TOTAL CASH BALANCE 10/31/23** **18,331,494.85**

<b>Interest Earned October 2023</b>	<b>42,227.81</b>		
	<b>10/1/2023</b>	<b>October</b>	<b>10/31/2023</b>
	<b>Debt Balance</b>	<b>Principal</b>	<b>Debt Balance</b>
		<b>Payment</b>	
<b>Mars National - VFC #3</b>	\$53,991.04	\$2,607.94	
<b>NextTier Bank VFC #2</b>	\$359,606.70	\$2,680.96	\$358,091.07

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 4-0.

**OCTOBER LIST OF BILLS**

Air-Vac Inc.....	4000.00
Bearcom.....	292.47
Hei-Way, LLC.....	729.65
Jordan Tax Service, Inc. ....	3928.50
Kress Tire. ....	2214.44
Office Depot. ....	344.20
Shoup Engineering Inc. ....	23579.25
Tristani Brothers Inc.....	1444.99
Tucker/Arensberg Attorneys..	4438.68

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 4-0.

### **POLICE CHIEF'S REPORT**

Chief Bob Loper provided a summary report of Police Department activities for the month of October 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 October 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 occurs as needed.
- Bairdford Park
  - The main project has been awarded to Youngblood Paving. Various other projects have been awarded to COSTARS vendors. Work on the project by Youngblood Paving continues. The parking lot improvements have been substantially completed. Work on the sports courts area has also been substantially completed. Work on the handicapped ramp to the pavilion is on-going.
- Crest Street Bridge
  - Work on the bridge has been completed and the bridge is open to traffic.
- 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 on West Starz Road was completed by Youngblood Paving within the past 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:

- Alexandrunas Plan
  - A review of this two-lot subdivision on Sandy Hill Road was performed and a review letter dated 20 October 2023 was sent to the Township.

Mr. Shoup outlined the completed portions of the Bairdford Park Project. He reported what areas were being delayed.

### **PLANNING, ZONING, AND CODE ENFORCEMENT REPORT**

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

**PARKS & RECREATION BOARD REPORT**

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

Mrs. Jordan reported that December 10th is Breakfast with Santa at Fire Hall # 1.

**WEST DEER #1 VFC REPORT**

The Board did not receive the West Deer #1 VFC's Report for the month of October 2023.

**WEST DEER #2 VFC REPORT**

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

**WEST DEER #3 VFC REPORT**

The Board did not receive West Deer #3 VFC's Report for the month of October 2023.

**WEST DEER EMS REPORT**

The Board did not receive the West Deer EMS Report for the month of October 2023.

Mrs. Jordan mentioned EMS informing her that there would not be a report given this month.

**APPROVAL: CHANGE ORDER #1 (NEW MUNICIPAL BUILDING TRENCH DRAIN)**

The Board of Supervisors awarded the New Municipal Building Plumbing Contract to Vrabel Plumbing Company in the amount of \$538,200.

During the course of construction, it was recommended by the General Contractor, Clerk of the Works, Architect, and Township Manager that trench drains replace the center drains in the Police garages and sally port.

Vrabel Plumbing submitted a proposal of \$12,335.04, and HHS DR issued Change Order #1 reflecting Vrabel's proposal.

Mr. Mator explained in great detail the reasoning for the trench drain.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize Change Order #1 as presented for the New Municipal Building Project Trench Drains in the amount of \$12,335.04. Motion carried unanimously 4-0.

**APPROVAL: PROMOTION OF SERGEANT TO DEPUTY CHIEF OF POLICE**

The Board met with the Township Manager and Chief of Police to discuss their recommendation of promoting Sergeant Timothy Burk to the new position of Deputy Chief of Police. This move was presented as a means to improve departmental efficiency, provide for future succession, and to commend the performance of Sergeant Burk.

Chief Loper expressed how thankful he was that this promotion was considered and summarized how it would help his department. He congratulated Sergeant Burk.

Sergeant Burk voiced his appreciation and thanked everyone for the opportunity.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the promotion of Sergeant Timothy Burk to the position of Deputy Chief of Police effective 1 January 2024. Motion carried unanimously 4-0.

**APPROVAL/DENIAL: CONDITIONAL USE APPLICATION – LETO COMPRESSOR STATION**

The Township received an application for conditional use approval filed by the applicant, Hyperion Midstream, LLC for property located on Oak Road. The applicant proposes to construct and operate a natural gas compressor station at the subject property.

Lot/Block#: 1668-R-0091  
Zoning District: I – Industrial

A natural gas compressor station may be authorized as a conditional use in the Industrial Zoning District of the Township subject to the requirements of the Zoning Ordinance of West Deer Township, including Section 210-120(A)(21).

Mr. Robb reported the findings and conclusions of law and the decision of the Board would be posted on the Township website.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to approve the conditional use application filed by Hyperion Midstream, LLC for the Leto Compressor Station. Motion carried unanimously 4-0.

**APPROVAL/DENIAL: LAND DEVELOPMENT APPLICATION – LETO COMPRESSOR STATION**

The Township received an application for land development approval filed by the applicant, Hyperion Midstream, LLC for property located on Oak Road. The applicant proposes to construct and operate a natural gas compressor station at the subject property.

Lot/Block#: 1668-R-0091  
Zoning District: I - Industrial

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the land development application filed by Hyperion Midstream for the Leto Compressor Station. Motion carried unanimously 4-0.

**AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. 454 (ZONING ORDINANCE & ZONING MAP)**

Ordinance No. 454

An Ordinance of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania, to amend the Zoning Ordinance and the Zoning Map.

Mr. Robb summarized the process of how the ordinance is reviewed. He reported the ordinance and zoning map were on the Township website for the public to review.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to set the public hearing for Ordinance No. 454 for 17 January 2024 at 6:00 p.m. Motion carried unanimously 4-0.

**DISCUSSION: FIRE TAX DISBURSEMENT REGULATIONS/RESOLUTION**

Mr. Mator outlined the Fire Tax disbursement regulations for the fire companies and the public.

There was a discussion between the fire companies, Mr. Mator, and the Board.

It was decided that a joint meeting would be scheduled at a later date to discuss the matter in greater detail.

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Mrs. Jordan reported attending a meeting with EMS to discuss the Board's decision to approve a budget of \$60,000 to help them financially next year. She added the funds would be utilized to help pay for their new ambulance.

**ADJOURNMENT**

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 7:25 p.m. Motion carried unanimously 4-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager