

West Deer Township
Board of Supervisors
20 December 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

Mr. Robb reported the Board held an executive session to discuss personnel, real estate, and litigation items.

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

- Josh Wiegand of Squirrel Hollow Road
 - Mr. Wiegand requested a letter of support from the Board for a North Hills SRT Team grant project. The Board agreed.

CHAIRPERSON'S COMMENTS

Mrs. Jordan thanked Mr. Harrison and Mrs. Hollibaugh for their dedication to the Board and Township, and presented a rendering of the new building dedication plaque to the public displaying the names of Mrs. Hollibaugh and Mr. Harrison.

As it would be her last meeting, Mrs. Jordan asked Mrs. Hollibaugh if she would like to run the meeting. Mrs. Hollibaugh agreed.

ADOPTION: ORDINANCE NO. 455 (FIXING THE TAX RATES FOR 2024)

ORDINANCE NO. 455

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE GENERAL MILLAGE RATE FOR THE 2024 TAX YEAR AT 2.90 MILLS, AND THE FIRE TAX RATE FOR THE 2024 TAX YEAR AT 0.50 MILLS.

Mr. Mator explained in detail the tax rate changes: A decrease in the general millage rate as proposed by the Board, and an increase in the fire tax millage rate as dictated by the voters of the Township through the November 2023 General Election referendum.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Ordinance No. 455 fixing the general millage rate for the 2024 tax year at 2.90 mills, and the fire tax rate for the 2024 tax year at 0.50 mills. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-9 (2024 FINAL BUDGET)

RESOLUTION NO. 2023-9

A RESOLUTION ADOPTING THE 2024 BUDGET OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Smullin to adopt Resolution No. 2023-9 setting the 2024 Budget of the Township of West Deer, Allegheny County, Pennsylvania. Motion carried unanimously 5-0.

ACCEPT MINUTES

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

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT

30 November 2023

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	503,743.24	7,263,300.74	94.83%
Expenditures	502,467.76	7,992,905.11	85.26%
Cash and Cash Equivalents:			
Sweep Account		<u>862,032.71</u>	<u>862,032.71</u>

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

Restricted 86,321.70

Fire Tax Fund:

Restricted 44,606.78

State/Liquid Fuels Fund:

Restricted 184,181.52

315,110.00

Investments:**Operating Reserve Fund:**

Reserved 2,234,941.55

Capital Reserve Fund:

Reserved 1,012,985.94

3,247,927.49

III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:****Capital Reserve Fund**

6,070,769.15

Reserved

6,070,769.15

TOTAL CASH BALANCE 11/30/23

10,495,839.35

Interest Earned November 2023

41,518.23

	11/1/2023 Debt Balance	November Principal Payment	11/30/2023 Debt Balance
Mars National - VFC #3	\$53,991.04	\$2,607.94	
NexTier Bank VFC #2	\$358,048.25	\$2,680.96	\$356,522.34

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.

NOVEMBER LIST OF BILLS

Bearcom.....	692.47
Hei-Way, LLC.....	269.19
Jordan Tax Service, Inc.	1890.00
Kress Tire.	3110.00
MRM Trust Workers Comp Fund.	24305.05
Office Depot.	138.90
Shoup Engineering Inc.	23496.56
Stephenson Equipment, Inc.	1781.52
Tristani Brothers Inc.....	1842.08
Tucker/Arensberg Attorneys..	13366.15
Wine Concrete Products, Inc.	3570.00

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 provided a summary report of Police Department activities for the month of November 2023. A copy of the report is on file at the Township Building.

Chief Loper reported on the Police Christmas Toy Program and thanked all that helped make it a success.

Mrs. Hollibaugh thanked Chief Loper for organizing and handling the program.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of November 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. Steel framing of the building is ongoing.
- 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.

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
 - Reviews of this two-lot subdivision on Sandy Hill Road was performed and a review letters dated 20 October 2023 and 8 December 2023 was sent to the Township.
- Tristani Property Flex Building
 - Reviews of this land development plan proposing a flex us building on Route 910 were performed and review letters dated 22 November 2023 and 4 December 2023 were sent to the Township.

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

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

Mrs. Jordan reported the details on the Breakfast with Santa event.

WEST DEER #1 VFC REPORT

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

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of November 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 November 2023.

WEST DEER EMS REPORT

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

Chief Humes announced that Seneca EMS was dissolving. He added that they had serviced part of Indiana Township, which would be added to the West Deer EMS service areas. He reported that West Deer EMS hired the Seneca EMS employees as a second shift.

Mr. Mator asked if Chief Humes wanted to speak on the Seneca EMS equipment.

Chief Humes responded that the dissolving letter stated that all remaining equipment would be given to West Deer EMS but – at the time – he was unsure of what the remaining equipment would be.

ADOPTION: RESOLUTION NO. 2023-10 (APPROVAL OF THE FIREFIGHTER EIT ROSTERS)

As per the Ordinance No. 418 – which established an EIT Credit for Fire and EMS Volunteers – a notarized roster must be submitted to and reviewed by the Township Manager, then accepted by the Board of Supervisors.

RESOLUTION NO. 2023-10 APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

The Board received a copy of the Resolution No. 2023-10.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Harrison to adopt Resolution No. 2023-10 approving the volunteers that appear on the notarized lists submitted by the Fire Chiefs and verified by the Township Manager. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-11 (MEMORANDUM OF AGREEMENT WITH TEAMSTERS LOCAL 249)

RESOLUTION NO. 2023-11 APPROVING A MEMORANDUM OF AGREEMENT WITH GENERAL TEAMSTERS LOCAL UNION NO. 249 TO OPEN AN EARLY RETIREMENT WINDOW FOR ELIGIBLE POLICE OFFICERS.

The Board received a copy of the Resolution No. 2023-11.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Resolution No. 2023-11 approving a Memorandum of Agreement a Memorandum of Agreement with General Teamsters Local Union No. 249 to open an early retirement window for eligible Police officers. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-12 (SCS DEVELOPMENT SEWER PLANNING MODULE)

RESOLUTION NO. 2023-12 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE SCS DEVELOPMENT.

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 No. 2023-12.

Mr. Shoup explained in detail the reason for a single residence sewage treatment facility for this property.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2023-12 approving the PA DEP Sewage Facilities Planning Module for the SCS Development. Motion carried unanimously 5-0.

APPROVAL: HIRING OF FINANCE OFFICER

With Mrs. Nardis retiring in 2024, the Township advertised for and interviewed applicants to succeed her as the Township's Finance Officer.

After interviews and a successful background investigation, it is the recommendation of the Township Manager that Tracy Starr be appointed Finance Officer to succeed Mrs. Nardis upon her retirement.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to hire Tracy Starr as a full-time employee of West Deer Township, and appoint her as Finance Officer effective 1 January 2024. Motion carried unanimously 5-0.

APPROVAL: HIRING OF PUBLIC WORKS LABORERS

With Mr. Olar and Mr. Myers retiring in 2024, the Township advertised and interviewed applicants to fill two Public Works Laborer positions.

After interviews and successful background investigations, it is recommendation of the Township Manager that Cody McClintock and Corey Lasher be appointed Public Works Laborers with the Township.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to hire Cody McClintock and Corey Lasher as full-time employees of West Deer Township and appoint them as Public Works Laborers effective 1 January 2024, contingent upon successful drug and physical screenings. Motion carried unanimously 5-0.

APPROVAL/DENIAL: CONDITIONAL USE APPLICATION – TYCHE WELL PAD & ASSOCIATED PIPELINE

The Township received an application for conditional use approval filed by the applicant, Olympus Energy LLC/Hyperion Midstream, LLC for property located on Bairdford Road. The applicant proposes to construct and operate a deep well site and associated pipeline at the subject property.

Lot/Block#: 1835-G-0216
Zoning District: R-I Rural Residential

A deep well site and associated pipeline may be authorized as a conditional use in the Rural Residential Zoning District of the Township subject to the requirements of the Zoning Ordinance of West Deer Township, including Section 210-120(A)(21).

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the conditional use application filed by Olympus Energy LLC/ Hyperion Midstream, LLC for the Olympus Tyche Well and Associated Pipeline. Motion carried unanimously with one abstention (Mr. Harrison currently holds a gas lease for his property).

APPROVAL/DENIAL: LAND DEVELOPMENT APPLICATION – TYCHE WELL PAD & ASSOCIATED PIPELINE

The Township received an application for land development approval filed by the applicant, Olympus Energy, LLC/Hyperion Midstream, LLC for property located on Bairdford Road. The applicant proposes to construct and operate a deep well site and associated pipeline at the subject property.

Lot/Block#: 1835-G-0216
Zoning District: R-I Rural Residential

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the land development application filed by Olympus Energy, LLC/Hyperion Midstream, LLC for the Tyche Well Pad & Associated Pipeline. Motion carried unanimously with one abstention (Mr. Harrison currently holds a gas lease for his property).

AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. XXX (COPPER CREEK TRAIL ROADS)

ORDINANCE NO. XXX

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREET IN THE COPPER CREEK PLAN: COPPER CREEK TRAIL; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

Mr. Frey questioned if this plan had been completed and if this ordinance was to just take over maintenance of the street.

Mr. Shoup answered in affirmative.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the advertisement of Ordinance No. XXX adopting Copper Creek Trail and amending Ordinance No. 427 to include the same. Motion carried unanimously 5-0.

AUTHORIZATION: ALEXANDRUNAS PLAN OF LOTS

The Planning Commission recommended approval of the Alexandrunas Plan of Lots minor subdivision at their November 30, 2023 meeting.

Property Location: 4084 Sandy Hill Road
Zoning District: R – Rural Estate

The Planning Commission recommended approval of the Alexandrunas Plan of Lots subject to following conditions:

1. Complete the sewage module.
2. Document the utility & access easements on the subdivision plan.

3. Document 50' easement on plan; document on plan that the 50' easement cannot be developed without satisfying all the requirements of a private road.
4. Revise the request for modification to include specific sections of the Zoning Ordinance that are being referenced.

Mr. Shoup gave a detailed description of the subdivision and the applicants request to allow one of the lots to have an easement or right-of-way back to the parcel.

Mr. Robb added there's a reference in the Planning Commission conditions about a waiver or modification to a Zoning Ordinance requirement.

Mr. Shoup agreed. He confirmed that was taken care of and received by the applicant.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Alexandrunas Plan of Lots per the recommendation of the Planning Commission with the conditions previously mentioned. Motion carried unanimously 5-0.

AUTHORIZATION: OPIOID SETTLEMENT FOR ALLEGHENY COUNTY

The Board has been requested to authorize the Township Manager to enter into the settlement agreements with Teva, Allergan, CVS, Walgreens and Walmart for Allegheny County.

Mr. Robb summarized the settlement agreements for Allegheny County.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve "Wave 2" Opioid Settlements with Teva, Allergan, CVS, Walgreens and Walmart and to authorize the Township Manager to execute the settlement agreements and related documents. Motion carried unanimously 5-0.

AUTHORIZATION: SCS DEVELOPMENT MAINTENANCE AGREEMENT

The Board is in receipt of the SRSTP Maintenance Agreement between the West Deer Township and SCS Development, Inc.

Mr. Shoup reiterated the purpose of the maintenance agreement.

Mr. Frey questioned the Township's responsibility when the property is sold.

Mr. Shoup responded the requirement is that the agreement is assigned to the homeowner.

Mr. Robb added the agreement will be recorded at the Department of Real Estate so anyone who acquired the property in the future completed a title search, the agreement would be encumbering the property so monitoring was not necessary.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Harrison to authorize the signing of SRSTP Maintenance Agreement between the Township and SCS Development, Inc. as presented. Motion carried unanimously 5-0.

AUTHORIZATION: TRISTANI PROPERTY FLEX BUILDING

The Planning Commission recommended approval of the Tristani Property Flex Building and Final Land Development Plan at their 30 November 2023 meeting.

Property Location: 4431 Gibsonia Road
Zoning District: SU – Special Use
Request: Construction of Flex Use Building

The Planning Commission recommended approval of the Tristani Property Flex Building and Land Development Plan subject to following conditions:

1. Satisfy all comments in the Scott Shoup Engineering letter dated 22 November 2023.
2. Submit all revisions by 8 December 2023 to be included for the 20 December 2023 Board of Supervisor’s meeting.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to approve the Tristani Property Flex Building and Final Land Development Plan as per the recommendations by the Planning Commission with the conditions being met. Motion carried unanimously 5-0.

OLD BUSINESS

- None

NEW BUSINESS

- None

Mr. Harrison thanked everyone in attendance for the opportunity to serve. He expressed his wanting to be involved with the local politics and thanked the Board for selecting him. Mr. Harrison also thanked the 509 voters that supported him in the last election, and wished the new Board good luck.

Mrs. Jordan stressed that being on the Board was not an easy job. She expressed that it had been a pleasure working with Mr. Harrison and Mrs. Hollibaugh.

ANNOUNCEMENT: HOLIDAYS AND 2024 REORGANIZATION MEETING

The Board would like to wish everyone a Merry Christmas and a Happy New Year, and would like to formally announce the Reorganization meeting of the Board of Supervisors will take place Tuesday, January 2nd at 7:00pm.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Harrison to adjourn at 8:45 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager