

West Deer Township
 Board of Supervisors
 20 March 2024
 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; Vernon Frey, Vice-Chairperson; John Hollibaugh; James Smullin; and Josh Wiegand. 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

Mr. Robb reported the Board held an executive session to discuss real property matters and personnel.

COMMENTS FROM THE PUBLIC ON AGENDA RELATED ITEMS

- None

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the minutes of 17 January 2024 and 21 February 2024 regular business meeting minutes as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
29 February 2024

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	452,980.55	756,122.11	7.01%
Expenditures	493,175.89	1,458,374.59	13.52%
 Cash and Cash Equivalents:			
Sweep Account		597,642.30	
			597,642.30

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted 69,796.81

Fire Tax Fund:

Restricted	36,935.70	
State/Liquid Fuels Fund:		
Restricted	<u>76,332.42</u>	<u>183,064.93</u>

Investments:

Operating Reserve Fund:		
Reserved	1,051,982.49	
Capital Reserve Fund:		
Reserved	<u>948,093.68</u>	<u>2,000,076.17</u>

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Capital Reserve Fund	<u>4,572,454.99</u>	<u>4,572,454.99</u>
Reserved		

TOTAL CASH BALANCE 2/29/24		<u><u>7,353,238.39</u></u>
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Interest Earned February 2024

26,144.67

	2/1/2024 Debt Balance	February Principal Payment	2/28/2024 Debt Balance
Mars National - VFC #3	\$36,531.27	\$2,607.94	34,048.02
NexTier Bank VFC #2	\$353,419.46	\$2,680.96	\$351,883.73

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

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

MOTION BY Supervisor Wiegand and SECONDED BY Supervisor Smullin to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

MARCH LIST OF BILLS

Bearcom.....	2022.47
Hei-Way, LLC.....	411.76
Jordan Tax Service, Inc.	1924.60
Kress Tire	2715.00
Mark C. Turnley.	2500.00
Office Depot.....	1055.75
Shoup Engineering Inc.	3687.25
Tucker/Arensberg Attorneys	9272.14

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

Chief Bob Loper provided a summary report of Police Department activities for the month of February 2024. A copy of the report is on file at the Township Building.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Frederick Reekie provided a summary report on the Public Works Department for the month of February 2024. 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 has also been substantially completed. Work on the handicapped ramp to the pavilion has been completed. Jeffrey and Associates recently installed benches at the sports courts. Jeffrey and Associates previously installed a new pavilion in the courts area. Shrock Fencing has installed all of the poles for the new fencing at the courts. New sports court surfacing will be applied when the weather permits and the remainder of the fencing will follow.

Development/Subdivision Review

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

- Hayden-McCowin Plan
 - Reviews of this Lot Line Revision Plan were performed and review letters dated 15 February 2024 and 26 February 2024 were sent to the Township.
- Calvert Plan No. 2
 - Reviews of this Lot Line Revision/Consolidation Plan were performed and review letters dated 15 February 2024 and 22 February 2024 were sent to the Township.
- Lot 3R and 4R Plan
 - A review of this Lot Line Revision Plan was performed and a review letter dated 15 February 2024 was sent to the Township.
- Graystone Estates Plan
 - A review of the Sewage Facilities Planning Module for this subdivision was performed and a review letter dated 22 February 2024 was sent to the Township.

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

The Board received the Planning, Zoning, and Code Enforcement Report for the month of February 2024. A copy of the report is on file at the Township Building.

WEST DEER DOG SHELTER ANNUAL REPORT

The Board received the West Deer Dog Shelter annual report for the year 2023. A copy of the report is on file at the Township Building.

PARKS & RECREATION BOARD REPORT

The Board received the Parks & Recreation Board report for the month of February 2024. A copy of the report is on file at the Township Building.

Mrs. Jordan announced that on March 24th the Easter Egg Hunt Event will be held at Bairdford Park and welcomed everyone to attend. Mrs. Jordan encouraged everyone to look at the Township website for the event time.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of February 2024. 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 February 2024. 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 February 2024. A copy of the report is on file at the Township Building.

Mr. Wiegand announced a Rabies Clinic would be held on April 13th from 12:00pm to 2:00pm at the fire station, and that the Fire Department qualified for a \$750,000 grant from the Federal Government through the Department of Agriculture for additional renovations to the fire station.

WEST DEER EMS REPORT

The Board did not receive a report from West Deer EMS for the month of February 2024.

ADOPTION: ORDINANCE NO. 457: OIL & GAS LEASE AGREEMENT (RANGE RESOURCES)

ORDINANCE NO. 457

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP TO LEASE OIL AND GAS RIGHTS ASSOCIATED WITH A PORTION OF A PUBLIC RIGHT-OF-WAY KNOWN AS BLUEROW STREET LOCATED ADJACENT TO A PARCEL IDENTIFIED AS BLOCK AND LOT NO 1362-A-385, CONSISTING OF 0.109 ACRES IN AREA, TO RANGE RESOURCES – APPALACHIA, LLC.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 457. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2024-5 (C2P2 GRANT APPLICATION)

RESOLUTION NO. 2024-5 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 No. 2024-5.

Mr. Wiegand asked if this grant was applied for in the prior year. Mr. Mator responded that it was.

Mr. Wiegand questioned if the application would be changed in any way for this year's submission.

Mr. Mator answered that the application would be altered. He advised the Board that he had spoken to the Township's DCNR Regional Advisor about the prior year's submission, and that she had offered suggestions that he would be incorporating.

More discussion was held.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2024-5 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.

ADOPTION: RESOLUTION NO. 2024-6 (FEE SCHEDULE)

RESOLUTION NO. 2024-6 AMENDING THE FEES CHARGED BY THE TOWNSHIP AS PER THE ATTACHED SCHEDULE OF FEES.

The Board received a copy of the Resolution No. 2024-6.

Mr. Frey asked what had been changed on the Fee Schedule.

Mr. Mator detailed those changes as requested. He mentioned that one section that was changed was building permit costs, and explained that a disclaimer advising residents to contact Mrs. Moyta to determine actual fees was moved to the top so residents would see it first. Mr. Mator added that the fees themselves were then replaced with language reflecting that the Township would charge the actual rates the third-party building inspector would charge.

Mr. Wiegand voiced that he felt it was a disservice to the community to not disclose an actual number for the cost of each permit.

Mr. Mator explained that there is no number to disclose because each permit is different. He said that the changes were being made because the Township did not want to mislead residents, hence the language in the draft fee schedule advising residents to contact Mrs. Moyta in the Code office to determine actual permit costs.

More discussion was held.

Upon the recommendation of Mrs. Jordan, Mr. Robb advised that he and Mr. Mator review the PCS agreement, and update the fee schedule to reflect the per square foot fees, but with the language encouraging residents to contact Mrs. Moyta to confirm costs. He added that the resolution and fee schedule – with the changes discussed – could then be placed on next months' meeting for the Board to review.

ADOPTION: RESOLUTION 2024-7 (GRAYSTONE ESTATES SEWER PLANNING MODULE)

RESOLUTION NO. 2024-7 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE GRAYSTONE ESTATES.

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. 2024-7.

Mr. Shoup reported that this was for a two-lot subdivision with one new building lot that the Board approved a few months ago located off of Kaufman Road.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Wiegand to adopt Resolution NO. 2024-7 approving the PA DEP Sewage Facilities Planning Module for the Graystone Estate Plan. Motion carried unanimously 5-0.

AUTHORIZATION: ALLEGHENY COUNTY CONSERVATION DISTRICT LETTER OF SUPPORT

The Board has been requested to authorize the Township Manager to enter into a Watershed Programing Agreement for Deer Creek.

Mr. Mator explained in detail the Allegheny County Conservation District's presentation that was given last month to the Board at their regular business meeting, and that – after analyzing the ACCD proposal and meeting with Mr. Shook and Mrs. Moyta to determine the Township's ability to provide 120 hours of time – he was recommending the Board agree to offer a letter of support.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the Township Manager to execute the letter of support. Motion carried unanimously 5-0.

AUTHORIZATION: HAYDEN-MCCOWIN LOT LINE REVISION PLAN

The Planning Commission recommended approval of the Hayden-McCowin Lot Line Preliminary and Final Revision Plan at their February 22, 2024 meeting.

Property Location: 50 Simon Road/46 Simon Road
Zoning District: R-2 Semi-Suburban Residential

The proposal is to revise the property line separating two adjoining residential lots.

The Planning Commission recommended approval of the Hayden-McCowin Lot Line Revision Plan subject to following conditions:

1. Satisfy all comments in the Scott Shoup Engineering letters dated 15 February 2024 and 26 February 2024.
2. Satisfy all comments in the Allegheny County review letter dated 20 February 2024.

Mr. Shoup explained this was a lot line revision between two existing developed residential lots and Simon Road. He recommended to approve.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to approve the preliminary and final subdivision of the Hayden-McCowin Lot Line Revision Plan as per the recommendation by the Planning Commission with the conditions as presented. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF POLICE BODY CAMERAS

The Board is in receipt of a memo requesting the purchasing of new body cameras for the Police and the quote from Digital Ally in the amount of \$68,700.00.

Chief Loper explained that the current lease held with Ally was set to expire in three weeks. He added that there have been issues with those cameras, and under the current lease they repaired them free of charge. Chief Loper reported that there would also be a yearly fee of \$11,000 for cloud storage, so with the cost to repair any cameras – and the added fee for cloud storage – he recommended purchasing new ones.

More discussion was held.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Wiegand to purchase the Police body cameras the amount of \$68,700.00 from Digital-Ally as presented. Motion carried unanimously 5-0.

AWARD: 2024 ROAD PROGRAM

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2024 Road Program.

The Project was advertised and sealed bids were received until 1:30pm on Monday, 13 March 2024, at which time they were opened and read aloud. The Board was in receipt of the bid results.

CONTRACT 24-01 – 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 two (2) Township Roads -Ashley Road (southern portion) & Michael Road – totaling approximately 6,000 feet in length. Alternate bids for similar work will also be received for four (4) other Township Roads – Crest Street, Poma Street, Roy Street & Monier Road (from Bairdford Road to Kaufman Road) – totaling approximately 4,200 feet in length.

CONTRACT 24-02 – 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 (Logan Road) totaling approximately 11,600 feet in length.

Mr. Hollibaugh asked if the building contractor was obligated to pave Ashley Road. Mr. Shoup replied that when Oakwood Heights Two came through for approval, one of the conditions was with every building permit there would be a contribution of \$600 toward the improvement of the road.

Mr. Wiegand questioned if the Board approved the base bid would the alternates have to go to the same company. Mr. Shoup responded in affirmative.

More discussion was held.

CONTRACT 24-01 HOT MIX ASPHALT

Base Bid: Ashley Road (southern portion) and Michael Road

Alternate Bids: Crest Street, Poma Street, Roy Street & Monier Road (Bairdford Road to Kaufman Road)

<u>BIDDERS:</u>	<u>BASE BID:</u>	<u>Alternate A Crest Street</u>	<u>Alternate B Poma Street</u>	<u>Alternate C Roy Street</u>	<u>Alternate D Monier Road</u>
Shields Asphalt Paving Inc.	\$425,520.00	\$69,620.00	\$75,240.00	\$19,805.00	\$79,440.00
A.Liberoni, Inc.	\$443,140.69	\$74,071.86	\$80,343.63	\$21,107.55	\$83,660.76
Youngblood Paving Inc.	\$450,573.00	\$75,322.40	\$81,526.80	\$21,448.60	\$84,521.00
A.Folino Construction Inc.	\$535,733.53	\$90,114.05	\$97,409.42	\$25,647.78	\$101,507.74
Tresco Paving	\$442,046.50	\$74,213.80	\$80,157.20	\$21,343.80	\$83,507.50

MOTION BY Supervisor Wiegand to award the 2024 Road Program Hot Mix Asphalt Contract 24-01 to Shields Asphalt Paving, Inc. in the amount of \$425,520.00 for the Base bid, and \$79,440.00 for Monier Road Alternate D. Motion failed for lack of a second.

MOTION BY Supervisor Smullin and SECONDED BY Frey to award the 2024 Road Program Hot Mix Asphalt Contract 24-01 to Shields Asphalt Paving, Inc. in the amount of \$425,520.00 for the base bid. Members voting yes: Mr. Hollibaugh, Mrs. Jordan, Mr. Smullin and Mr. Frey. Members voting no: Mr. Wiegand. Motion carried (four “yes” and one “no”).

CONTRACT 24-02 COLD MIX ASPHALT

Base Bid: Logan Road

<u>BIDDERS:</u>	<u>BASE BID</u>
Youngblood Paving, Inc.	\$570,085.00
Russell Standard	\$634,110.00

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to award the 2024 Road Program Cold Mix Asphalt Contract 24-02 to Youngblood Paving, Inc. in the amount of \$570,085.00 for the Base Bid. Motion carried unanimously 5-0

TOTAL OF 2024 ROAD PROJECT APPROVED: \$995,605.00

AWARD: DEMOLITION ASBESTOS ABATEMENT

The Board approved the demolition of 17-19 School Street and 1130-1132 Eisenhower Drive at the public hearing on 17 August 2022. The following bids are to remove the asbestos from the properties, which is necessary to later demolish the properties:

<u>Name</u>	<u>School Bid</u>	<u>Eisenhower Bid</u>
Gray Waste Management	\$20,900.00	\$3,800.00
Superior Environmental	\$24,350.00	\$3,800.00
Trifecta Team LLC	\$24,600.00	\$3,650.00
KLA Roofing & Construction	\$24,820.00	\$9,572.00
Prism Response LLC	\$29,330.00	\$3,570.00
Neumeyer Environmental	\$42,500.00	\$5,500.00

Mr. Shook explained in detail the steps that has been taken and why it has been a lengthy process.

Mrs. Jordan asked if the cost of this would be returned to the Township. Mr. Shook responded that once the houses have been demolished, all incurred fees are filed as liens against the property. He added that when the property was purchased the funds are reimbursed to the Township.

Mr. Frey questioned if the houses could be separated and given to the lowest bidder or both have to stay together. Mr. Shook answered that they are one bid so they have to be awarded together.

Mr. Wiegand asked if in the future the asbestos abatement and demolition could be bid together. Mr. Shook replied that the bids had been sent out like that in the past, but that no companies would bid on the properties until the asbestos was removed so it was decided to separate them.

More discussion was held.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to award the Demolition Asbestos Abatement of 17-19 School Street and 1130-1132 Eisenhower Drive to Gray Waste Management in the amount of \$24,700.00. Motion carried unanimously 5-0.

DISCUSSION: CHARTER RECOMMENDATIONS

Mr. Mator started the discussion by reporting the Board was in receipt of a past memorandum he included in his Manager's Report. He explained the items listed in the report were the issues that were discussed with the previous Charter Commission members, and detailed the process by which they were discussed and which items were sent to referendum.

Mr. Mator pointed out that the voters seemed to get burned out after too many successive referenda in the past, so he recommended the Board review the issues and decide on the most urgent matters to address in the upcoming year.

Mrs. Jordan agreed with Mr. Mator and stated that the Board needed to be careful not to do too many.

Mr. Robb was also in agreement and recommended waiting a year unless there was something that the majority of the Board felt was a real pressing issue.

The supervisors generally discussed matters that they individually felt could be addressed, and asked additional questions such as: the necessity of a Charter Commission; its composition; how the public would be involved; the timing of referenda; and the efficacy of having voters vote on "omnibus" changes all at once.

To conclude the discussion, Mrs. Jordan recommended picking top issues after everyone had additional time to read the memorandum that Mr. Mator had placed in his report for the Board.

Mr. Mator advised that there were four weeks between the meeting and the next one for any questions to be addressed, and invited the supervisors to bring such questions to him.

Mr. Wiegand brought up a past discussion about placing the Charter on the website so it would be easy to find. Mr. Mator pointed out that it has always been on the website, and Mr. Shook mentioned that the Charter and Code cannot be separated so they are together on the website. Mr. Mator then used the meeting room projector to demonstrate how to find the Charter location on the Township website homepage.

NEW BUSINESS FOR FUTURE DISCUSSION/ACTION

- Mr. Wiegand brought up a previous discussion about revising the Township's Comprehensive Plan. He voiced that West Deer Township should look into revising the plan on their own without Indiana Township, and questioned what benefit existed from joining with them. Mr. Mator responded that the benefit was that there are multi-municipal grants available for the purpose of Townships working in conjunction with others that could cover at least a portion of the cost.

More discussion was held.

- Mr. Wiegand brought up strategic planning and requested the Township put together a list of needs and wants for the future so that the Board can entertain submitting grants for some of these items.

Mrs. Jordan pointed out that this was ongoing at the Township and that grants are looked for when a need arises.

Mr. Wiegand voiced that he felt that there were needs currently not being addressed within the Township. He added that it would be helpful to have an understanding as Supervisors to what those needs are so when they arise, the grants could be quickly requested since most are only open for a short period of time.

Mr. Mator stated that this was currently being done, and asked the Board members that if something in particular comes up to let him know. He used examples of strategic planning by citing the Park Master Plan, the Road Program, and police equipment planning, and the grants that could – or could not – have been used toward them.

Mrs. Jordan reminded everyone that one of the reasons why Mr. Shook was hired was to give Mr. Mator more time to work on grants and to help other departments with their grants. Mr. Mator agreed.

- Chief Loper spoke on the Body Camera Program and the matching funds grant that his administrative assistant, Jen Borczyk and himself obtained. He voiced his disappointment that this year there was not one available. Chief Loper explained that some of their equipment is needed immediately and the one grant available would not reimburse for previously bought equipment. He informed the Board that his department was actively looking for grants.

PUBLIC COMMENT (NON-AGENDA MATTERS OF GENERAL TOWNSHIP CONCERN)

- Richard Hollibaugh of Bakerstown Culmerville Road
 - Mr. Hollibaugh commented on the Comprehensive Plan, Charter Commission, town hall meetings, and voting districts.
- Jack Rearick of Corbriwood Lane
 - Mr. Rearick commented on draft minutes and the Zoning Ordinance process.
- Victoria Austin of Hemlock Street
 - Ms. Austin commented on the Zoning Ordinance process.

ANNOUNCEMENTS

- Mrs. Jordan and the Board members thanked Mrs. Nardis for her many years of dedication, and wished her good luck in her retirement.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Wiegand to adjourn at 8:32 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager