

West Deer Township
Board of Supervisors
January 18, 2012
7:30 p.m.

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Shirley Hollibaugh, Chairwoman; Tracy A. Adamik, Richard W. DiSanti, Jr., Jeffrey D. Fleming, Rick W. Florentine, Lawrence K. McManus, and Gerard J. Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas I. Happel, Township Solicitor; and Sandy Nelko, representing Shoup Engineering.

NOTE: RECORDING DEVICE DID NOT SAVE RECORDING

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.
PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator -- Quorum present.

Chairwoman Hollibaugh announced the Board held an Executive Session prior to the meeting to discuss legal issues.

REGISTERED COMMENTS FROM THE PUBLIC:

None.

COMMENTS FROM THE PUBLIC:

Chairwoman Hollibaugh asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- 1) Mr. John DeCoux, Middle Road Extension, submitted a signed petition opposing rezoning (new Zoning Ordinance) on Middle Road Extension and Shephard Road, Girdwood Lane/Treehaven Lane/Leywood Lane, West Deer Township, PA.

It read: The Township of West Deer's website boasts of embodying the following: "being scenic, still very green, with vast fields, farms and woodlands that make up our beautiful township".

The "New Proposed Re-zoning, (New Zoning Ordinance) would potentially change the "vast fields and farms" into zoning district R-2, (1/2 acre lots), far from being "scenic and green".

THE UNDERSIGNED ARE OPPOSED TO ANY ZONING CHANGE.

A rezoning to district R-2, (1/2 acre lots) would potentially destroy everything that makes Middle Road Extension and Shephard Road "scenic, green and beautiful".

ACCEPT MINUTES:

Mr. Vaerewyck brought to the Board's attention that his vote at the reorganization meeting was inaccurate. He had voted by name (Dr. DiSanti), yet the minutes reflected a "no" vote. After discussion regarding the vote – and the motion's standing – it was agreed to amend the motion to change Mr. Vaerewyck's vote from "no" to "Dr. DiSanti."

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to accept the minutes of the December 21, 2011 and January 3, 2012 meetings as amended. Motion carried unanimously 7-0.

MONTHLY FINANCIAL REPORT: Mrs. Nardis read the following Finance Officer's Report:

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
December 31, 2011

I - GENERAL FUND:

Cash and Cash Equivalents:

| | | |
|---------------|-----------|-----------|
| Sweep Account | \$ 16,962 | |
| | | \$ 16,962 |

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

| | | |
|----------------------------|------------|--|
| Sweep Account - Restricted | \$ 144,760 | |
|----------------------------|------------|--|

Fire Tax Fund:

| | | |
|----------------------------|-----------|--|
| Sweep Account - Restricted | \$ 31,447 | |
|----------------------------|-----------|--|

State/Liquid Fuels Fund:

| | | |
|----------------------------|------------|--|
| Sweep Account - Restricted | \$ 190,714 | |
|----------------------------|------------|--|

| | |
|--|------------|
| | \$ 366,921 |
|--|------------|

Investments:

Operating Reserve Fund:

| | | |
|--------------------------|--------------|--|
| Sweep Account - Reserved | \$ 1,010,620 | |
|--------------------------|--------------|--|

Capital Reserve Fund:

| | | |
|--------------------------|------------|--|
| Sweep Account - Reserved | \$ 180,772 | |
|--------------------------|------------|--|

| | |
|--|--------------|
| | \$ 1,191,392 |
|--|--------------|

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 Frontier Dr Waterline:

| | | |
|----------------------------|----------|--|
| Sweep Account - Restricted | \$ 6,078 | |
|----------------------------|----------|--|

Route 910 II Waterline:

| | | |
|----------------------------|-----------|--|
| Sweep Account - Restricted | \$ 71,952 | |
|----------------------------|-----------|--|

| | |
|--|-----------|
| | \$ 78,030 |
|--|-----------|

TOTAL CASH BALANCE 12/31/11

| | |
|--|--------------|
| | \$ 1,653,305 |
|--|--------------|

Interest Earned December 2011

\$ 122

| | <u>11/30/2011</u> | <u>December</u> | <u>12/31/2011</u> |
|------------------------------------|---------------------|------------------|---------------------|
| | <u>Debt Balance</u> | <u>Principal</u> | <u>Debt Balance</u> |
| | | <u>Payment</u> | |
| Mars National- VFC #3 | \$ 39,501 | \$ 2,844 | \$ 36,799 |
| PNC Equipment Finance- VFC #2 | | \$ 1,889 | |
| Farmers & Merchants Bank-VFC #2 | | \$ 860 | |
| Volunteer Companies Loan FD-VFC #1 | \$ 53,563 | \$ 644 | \$ 53,041 |

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

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

After discussion regarding 2011 Budget overages (solicitor fees, engineer fees, police healthcare, foreign fire insurance, and the Road Program) and fire tax account interest, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

LIST OF BILLS:

| | |
|---------------------------------------|---------|
| Best Wholesale Tire Co., Inc..... | 222.15 |
| Central Tax Bureau..... | 800.00 |
| Griffith, McCague & Wallace, PC | 4550.50 |
| Hampton Concrete Products Inc..... | 1836.00 |
| Hei-Way, LLC..... | 662.89 |
| Insight Pipe Contracting | 1500.00 |
| Jordan Tax Service, Inc. | 1886.63 |
| Kress Tire | 358.00 |
| MRM Workers' Comp Fund | 1238.00 |
| Neil Florentine..... | 1352.71 |
| North Hills COG | 5925.15 |
| Office Depot..... | 107.13 |
| Shoup Engineering, Inc. | 9531.00 |
| Staley Communications..... | 219.79 |
| Trib Total Media | 254.96 |
| Tristani Brothers, Inc..... | 430.00 |
| Walsh Equipment | 112.15 |

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to pay the list of bills as submitted. Motion carried unanimously 7-0.

UTILITIES & PAYROLL:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to pay utilities and payroll from January 19, 2012 to February 15, 2012. Motion carried unanimously 7-0.

CODE ENFORCEMENT OFFICER'S REPORT:

Gary L. Bogan, Code Enforcement Officer was present and provided a summary report for the month of December 2011. Copy of the report is on file at the Township. Questions/comments followed.

POLICE CHIEF'S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of December 2011. Copy of the report is on file at the Township. Questions/comments followed.

PARKS & RECREATION BOARD REPORT:

No report. The Parks & Recreation Board will hold their Reorganization and Regular meetings on January 25, 2012 at 7:00 p.m.

IT REPORT:

Mr. Marshall Stresky was present and reported on the Township's computer network and workstations.

ENGINEER'S REPORT:

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mrs. Sandy Nelko was present representing Shoup Engineering, Inc., and summarized the Meeting Attendance, Developments/McIntyre Heights and Schneider Plan. Mrs. Nelko and Mr. Mator informed those present of the status of the Russellton II Storm Sewer Project and provided details and a timetable for the project.

RESIGNATION/PART TIME POLICE OFFICER:

The Board is in receipt of a resignation letter from Officer Kevin Mikulan as a part time police officer effective January 22, 2012. Officer Mikulan was hired as a full time police officer for Zelienople Police Department. The Board also received a copy of the thank you and congratulations letter to Officer Mikulan from the Township.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Adamik to accept the resignation of Officer Kevin Mikulan as a part time police officer for West Deer Township effective January 22, 2012 and wish him the best of luck. Motion carried unanimously 7-0.

AUTHORIZE ADVERTISEMENT/PART TIME POLICE OFFICER:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to authorize the advertisement for a part time police officer. Motion carried unanimously 7-0.

RESOLUTION #2012-1/DUI TASK FORCE APPLICATION:

The Board received a copy of the Resolution and Agreement between West Deer Township and the Department of Transportation for the DUI Task Force application. Chief Lape explained the DUI Task Force application and the role of the Township.

After discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to adopt Resolution #2012-1 authorizing permission for the Township to apply for the DUI Task Force application and execute the Agreement. Motion carried unanimously 7-0.

APPOINT DELEGATE & ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2012:

DELEGATE:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Gerry Vaerewyck as the Delegate to the North Hills Council of Governments for the Year 2012. Motion carried unanimously 7-0.

ALTERNATE:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Jeff Fleming as the Alternate to the North Hills Council of Governments for the Year 2012. Motion carried unanimously 7-0.

APPOINT DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS:

DELEGATE:

MOTION BY Supervisor Adamik and SECONDED BY Supervisor McManus to appoint Shirley Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2012. Motion carried unanimously 7-0.

ALTERNATE:

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Dr. DiSanti to appoint Tracy Adamik as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2012.

APPOINT DELEGATE & ALTERNATES/EIT TAX COMMITTEE:

DELEGATE:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Daniel J. Mator, Jr., as Delegate to the EIT Committee for the Year 2012. Motion carried unanimously 7-0.

FIRST ALTERNATE:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Adamik to appoint Dr. DiSanti as First Alternate to the EIT Committee for the Year 2012. Members voting yes, Mr. McManus, Mr. Vaerewyck, Mr. Adamik, Mr. Fleming, Mr. Florentine, and Mrs. Hollibaugh. Member abstaining, Dr. DiSanti. Motion carried 6 – yes and 1 – abstention.

SECOND ALTERNATE:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to appoint Rick Florentine as Second Alternate to the EIT Committee for the Year 2012. Members voting yes, Mr. Adamik, Dr. DiSanti, Mr. Fleming, Mr. McManus, Mr. Vaerewyck, and Mrs. Hollibaugh. Member abstaining, Mr. Florentine. Motion carried 6 – yes and 1 – abstention.

PLANNING COMMISSION APPOINTMENT:

After a discussion revolving around the Township Charter and required number of seats on the Planning Commission, it was recommended to table the appointment of the Planning Commission member at their January 3, 2012 meeting. As requested, however, the Board received copies of their resumes from the two (2) applicants.

- Mr. Timothy D. Phelps
- Mr. Frederick Marks

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Fleming to TABLE. Motion carried unanimously 7-0.

WEST DEER EMS COMMITTEE:

DELEGATE:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to appoint Gerry Vaerewyck as the Delegate to the West Deer EMS Committee for the Year 2012. Motion carried unanimously 7-0.

ALTERNATE:

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine to appoint Dr. DiSanti as the Alternate to the West Deer EMS Committee for the Year 2012. Members voting yes, Mr. Vaerewyck, Mr. Adamik, Mr. Fleming, Mr. Florentine, Mr. McManus, and Mrs. Hollibaugh. Member abstaining, Dr. DiSanti. Motion carried 6 – yes and 1 – abstention.

AUDITORS:

After a presentation by Mr. Mator and Mrs. Sarah Bossart, elected Auditor, discussion took place concerning options for the Township audit and financial reports. It was agreed that the elected auditors would defer to an independent auditor to prepare these documents in 2012, yet maintain the other duties of the position, including, but not limited to, review of the independent auditor's work.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to authorize the Manager to seek terms of an agreement for an independent auditor. Motion carried unanimously 7-0.

OLD BUSINESS:

None.

NEW BUSINESS:

Dr. DiSanti mentioned that the new street sign at the intersection of McKrell Road and Little Deer Creek Road was spelled incorrectly and requested that the County be contacted to correct the defect. Mr. Mator stated that he saw the mistake when the sign was installed and that the County had been notified.

SET AGENDA - February 1, 2012

7:30 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. 2012 Salvage Yard License Applications
 - Boulevard Auto & Truck Salvage, LLC
 - IAA Acquisition Corp.
 - Catanese Brothers Salvage
 - Blazczak Salvage, Inc.
8. Valic/PPA
9. FEMA Flood Plain Ordinance
10. North Hills COG Report
11. Set Agenda/February 15, 2012
12. Comments from the Public
13. Adjournment

ITEM ADDED:

- Auditors

COMMENTS FROM THE PUBLIC:

Chairwoman Hollibaugh asked if there were any comments on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- 1) Mr. Joe Semler, Cedar Ridge Road, commented on the Public Works report, and catch basins in the Cedar Ridge Plan.
- 2) Mr. Gary Bogan, announced the 3rd Annual West Deer Dog Shelter Luncheon Benefit will be held on Sunday, January 29, 2012 at the Clarion Hotel, Tarentum Bridge Road, New Kensington, at 1:00 p.m. Tickets: \$20.00 Adults and Children 10 & under \$12.00

ADJOURNMENT:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to adjourn the meeting at 9:17 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager