

West Deer Township
Board of Supervisors
Reorganization Meeting
January 3, 2012
8:00 p.m.

The West Deer Township Board of Supervisors held their reorganization meeting at the West Deer Township Municipal Building. Members present: Tracy A. Adamik, Richard W. DiSanti, Jr., Jeffrey D. Fleming, Rick W. Florentine, Shirley Hollibaugh, Lawrence K. McManus, and Gerard J. Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Mark Griffith and Douglas I. Happel, representing Griffith McCague & Wallace.

Magistrate Suzanne R. Blaschak was present and swore-in the new Board members.

Mr. Mator called the meeting to order.

PLEDGE OF ALLEGIANCE

Roll call taken by Mr. Mator – Quorum present.

OPEN NOMINATIONS TO ELECT CHAIRMAN:

Nominations opened for Chairman:

Supervisor Fleming nominated Shirley Hollibaugh.

Supervisor Vaerewyck nominated Richard DiSanti.

Nominations closed.

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Florentine to elect Shirley Hollibaugh as Chairwoman for the West Deer Township Board of Supervisors for the Year 2012. Members voting yes, Mr. Adamik, Mr. Fleming, Mr. Florentine, Mrs. Hollibaugh, and Mr. McManus. Member abstaining, Dr. DiSanti. Member voting Dr. DiSanti - Mr. Vaerewyck.

Motion carried 5 – yes, 1 - Dr. DiSanti, and 1 – abstention.

2012 Chairwoman – Shirley Hollibaugh

OPEN NOMINATIONS TO ELECT VICE CHAIRMAN:

Nominations opened for Vice Chairman:

Supervisor Adamik nominated Jeffrey Fleming.

Supervisor Vaerewyck nominated Richard DiSanti.

Nominations closed.

A roll call vote was taken to elect Jeffrey Fleming as Vice Chairman for the West Deer Township Board of Supervisors for the Year 2012. Members voting yes, Mr. Fleming, Mr. Florentine, Mrs. Hollibaugh, and Mr. Adamik. Members voting no, Mr. McManus, Dr. DiSanti, and Mr. Vaerewyck.

Motion carried 4 – yes and 3 – no.

At this time, Dr. DiSanti pointed out for the record, that he was under the impression since he was nominated during the previous vote for Chairman, he didn't realize he could vote for himself and voted to abstain. If he had known that, he indicated he would have voted for himself.

2012 Vice Chairman – Jeffrey D. Fleming

APPOINT TOWNSHIP MANAGER AND TREASURER:

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Fleming to appoint Daniel J. Mator as the Township Manager and Treasurer for West Deer Township for the period of three months for the new Board to get to know him and after that period of time to go over his position and decide what to do for the rest of the year. Motion carried unanimously 7-0.

APPOINT POLICE CHIEF:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Florentine to appoint Jonathan Lape as the Chief of Police for the Year 2012. Motion carried unanimously 7-0.

APPOINT CODE ENFORCEMENT OFFICER:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Adamik to appoint Gary L. Bogan as the Code Enforcement Officer for the Year 2012 for West Deer Township. Position includes Residential Building Inspector, Building Code Official, Zoning Officer, and Dog Law Officer. Motion carried unanimously 7-0.

APPOINT FINANCE OFFICER:

MOTION BY Supervisor Florentine and SECONDED BY Supervisor DiSanti to appoint Barbara Nardis as the Finance Officer for the Year 2012. Motion carried unanimously 7-0.

FURNISH BONDS:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to furnish bonds for the Township Manager and the Administrative personnel for the Year 2012. The bonds will be paid from the General Fund. Motion carried unanimously 7-0.

ESTABLISH RULES OF ORDER:

**RULES OF ORDER
TOWNSHIP POLICY GOVERNING PUBLIC MEETINGS
TOWNSHIP OF WEST DEER**

1. AGENDA REQUIREMENT:

It is the Township's Policy that requests to be placed on the Agenda for a Board of Supervisor's Meeting must be received in writing at least seven days prior to the date set for the meeting.

2. MEETINGS:

It shall be the duty of the Board to meet stately at least once a month. The Board may adjourn to a stated time for general business or for special business. If no quorum is present at a regular or adjourned meeting, a majority of those who meet may agree upon another date for a meeting and may continue to so agree until the meeting is held. Special meetings may be called by the Chairman or upon written request of at least twenty-four (24) hours notice of such special meetings. The notice shall state whether it is for general or special purposes, and if it is for special purposes, the notice shall contain a statement of the nature of the business to be considered. Presence at a meeting constitutes waiver of notice.

3. RECORDS:

The Board shall make and preserve minutes and records of its proceedings. These records shall be open for public inspection during reasonable hours. In addition, at least one week prior to any regular meeting, the Board shall release an agenda of the regular meeting and within one week after the regular meeting, the Board shall release a summary of action taken at the meeting. Within one week after any special meeting the Board shall release a summary of action taken at a special meeting. For the purposes of this section, releases may appear in any newspaper or other publication generally circulated in the Township on a monthly, weekly, or daily basis.

No business shall be transacted at regular meeting unless the subject appears on the agenda. Any emergency matters may be considered at special meetings upon twenty-four (24) hours notice.

4. PUBLIC MEETINGS:

All official meetings of the Board shall be open for public attendance. All official votes of the Board shall be taken openly.

5. OPERATING RULES:

The Board shall by resolution adopt rules of procedure for its meetings and for assignment of members to committees. Such rules shall be designed to assure full and equal participation in the deliberations of the Board by all of its members.

6. QUORUM:

A majority of the members of the Board shall constitute a quorum. The Board shall conduct no business except in the presence of a quorum.

7. MAJORITY ACTION:

The action of a majority of the Supervisors present and entitled to vote, unless otherwise stated in this Charter, shall be binding upon and constitute the action of the Board.

8. FORM OF ACTION BY THE BOARD:

Official actions of the Board may be taken by adoption of an ordinance, or a resolution, or by motion. All ordinances and resolutions must be in written form. All actions of a legislative character shall be taken by ordinance. All other actions of the Board shall be by resolution or motion, unless otherwise required in this Charter, or in the resolution establishing the rules of procedure. However, no such administrative action shall be void otherwise adversely affected if it shall have been taken by ordinance. All final action in adopting ordinances or resolutions shall be by roll call vote, and the vote of each member of the Board shall be entered in the minutes of the meeting.

9. CITIZENS' RIGHT TO BE HEARD:

Upon petition signed by two hundred registered voters of the Township, the Board shall set a special meeting of the Board to hear matters set forth in the citizens' petition. The special meeting of the Board shall be set within thirty (30) days after the petition is filed with the Township Secretary.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to establish the Rules of Order for the Year 2012. Motion carried unanimously 7-0.

DEPOSITORY FOR FUNDS:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2012. Motion carried unanimously 7-0.

FACSIMILE STAMP SIGNATURE:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 7-0.

APPOINT TOWNSHIP SOLICITOR:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Adamik to appoint the firm of Griffith, McCague & Wallace as Township Solicitor for the Year 2012. Motion carried unanimously 7-0.

APPOINT TOWNSHIP ENGINEER:

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Fleming to appoint Shoup Engineering, Inc., as Township Engineer for the Year 2012. Motion carried unanimously 7-0.

SET MONTHLY MEETINGS/DATE & TIME:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to set the Township meetings for the Year 2012 as follows:

Regular Business Meeting -- First and Third Wednesdays of each month at 7:30 p.m.

Executive Sessions at 6:30 p.m. as needed and to advertise in accordance with the Law. Motion carried unanimously 7-0.

APPOINT DELEGATES & ALTERNATES TO THE NORTH HILLS COUNCIL OF GOVERNMENTS, ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS, AND THE EIT TAX COMMITTEE FOR THE YEAR 2012:

The Board discussed tabling the appointments of the Delegates & Alternates for the North Hills Council of Governments, the Allegheny County Association of Township Officials, and the EIT Tax Committee.

After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to TABLE and Supervisor Fleming will attend the next North Hills COG meeting and the Board will vote at their next meeting. Motion carried to table.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to TABLE the appointment of the Delegate and Alternate to the Allegheny County Association of Township Officials. Motion carried to table.

The appointment of the Delegate and Alternate to the EIT Tax Committee was also TABLED.

CONFERENCES:

The Allegheny County Association of Township Officials 2012 Seven Springs Conferences are held in the Spring and Fall.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to authorize the Board members to attend the Spring and Fall conferences of the Allegheny County Association of Township Officials. Members voting yes, Mr. McManus, Mr. Adamik, Dr. DiSanti, Mr. Fleming, Mr. Florentine, and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – abstention.

2012 BOARD APPOINTMENTS:

As of December 31, 2011, there are vacancies on the Planning Commission, Zoning Hearing Board, Parks & Recreation Board, and the Deer Creek Drainage Basin Authority.

The Township advertised for all of the vacancies in the Valley News Dispatch and the Town Flyer.

- **PLANNING COMMISSION - 1 Appointment**

One (1) members' term expired 12-31-11 – Mr. Michael Coletta did not request reappointment.

The Township also received Letters of Interest from:

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

Supervisor Vaerewyck suggested the Board either receive a resume or interview applicants for more information on their background. After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to TABLE the appointment to the Planning Commission until they can appear. Motion carried unanimously 7-0.

- **ZONING HEARING BOARD - 1 Appointment**

One (1) members' term expired 12-31-11

*Mr. Nelson Crooks requested reappointment.

*Mr. Neil Tristani is an alternate on the Zoning Hearing Board and would like to become a regular member.

*Mr. Michael Sutter for alternate member.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Adamik to appoint Neil Tristani as a member of the Zoning Hearing Board for a five (5) year term to expire December 31, 2016. Members voting yes, Mr. Adamik, Dr. DiSanti, Mr. Fleming, Mr. Florentine, Mr. McManus and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – abstention.

- **PARKS & RECREATION BOARD - 2 Appointments**

Two (2) members' terms expired 12-31-11

*Mrs. Pat Aber requested reappointment.

*Mrs. Carol McCaskey requested reappointment.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Adamik to appoint both applicants Mrs. Pat Aber and Mrs. Carol McCaskey as members of the Parks & Recreation Board for a five (5) year term to expire December 31, 2016. Motion carried unanimously 7-0.

- **APPOINTMENT: ALTERNATE/ZONING HEARING BOARD**

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Florentine to appoint Michael Sutter as an alternate member of the Zoning Hearing Board for a five (5) year term to expire December 31, 2016. Members voting yes, Mr. Adamik, Dr. DiSanti, Mr. Florentine, and Mrs. Hollibaugh. Member voting no,

Mr. Vaerewyck. Members abstaining, Mr. Fleming and Mr. McManus. Motion carried, 4 – yes, 1 – no, and 2 – abstentions.

- **DEER CREEK DRAINAGE BASIN AUTHORITY - 1 Appointment**

In 2011, West Deer Township had five members serve on the Deer Creek Drainage Basin Authority. In 2012, the Township will have four members serve on the Deer Creek Drainage Basin Authority.

The Township received two letters of interest:

- Mr. Jack Hammerman requested reappointment.
- Mr. Leon J. Borczyk requested reappointment.

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Fleming to appoint Jack Hammerman as a member of the Deer Creek Drainage Basin Authority for a five (5) year term to expire December 31, 2016. Members voting yes, Mr. Florentine, Mr. McManus, Mr. Adamik, Dr. DiSanti, Mr. Fleming, and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – abstention.

MEETING ANNOUNCEMENT

Chairwoman Hollibaugh announced the Board will not hold a meeting on January 4, 2012.

SET AGENDA /January 18, 2012

6:30 p.m. -- Executive Session

7:30 p.m. -- Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Registered Comments from the Public
5. Comments from the Public
6. Accept minutes
7. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities and Payroll
8. Code Enforcement Officer's Report
9. Police Chief's Report
10. Report from the Parks & Recreation Board
11. Engineer's Report
12. Old Business
13. New Business
14. Set Agenda/February 1, 2012
15. Comments from the Public
16. Adjournment

Tabled items added:

- Appoint Delegate & Alternate/NH COG
- Appoint Delegate & Alternate/Allegheny County Association of Township Officials
- Appoint Delegate & Alternate/EIT Tax Committee
- Appoint Planning Commission member

ADJOURNMENT:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Adamik to adjourn at 8:30 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Township Manager