

West Deer Township  
Board of Supervisors  
August 15, 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 Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas I. Happel, Township Solicitor; and Scott Shoup, Township Engineer.

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 and personnel 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.

- Stanley Lawrence - 6<sup>th</sup> Way, Russellton: Mr. Lawrence presented his concerns during last meeting and continued his discussion of Township maintaining 6<sup>th</sup> Way. The Board of Supervisors and Mr. Happel discussed.

After discussion, the Board of Supervisors adjourned to an executive session. Upon their return:

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to give Township Solicitor authority to research deeds and speak with Mr. Lawrence's solicitor. Motion carried unanimously 7-0.

**ACCEPT MINUTES:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to accept the minutes of the July 18, 2012 meeting as presented. 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**  
**July 31, 2012**

**I - GENERAL FUND:**

**Cash and Cash Equivalents:**

Sweep Account	\$ 1,386,254	
		\$ 1,386,254

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted	\$ 98,555	
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**Fire Tax Fund:**

Sweep Account - Restricted	\$ 98,369	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	\$ 351,965	
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\$ 548,889

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved	\$ 422,658	
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**Capital Reserve Fund:**

Sweep Account - Reserved	\$ 180,836	
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\$ 603,494

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

**Route 910 II Waterline:**

Sweep Account - Restricted	\$ 76,077	
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\$ 76,077

**TOTAL CASH BALANCE 4/30/12**

\$ 2,614,714

**Interest Earned April 2012**

\$ 161

	<u>6/30/2012</u>	<u>July</u>	<u>7/31/2012</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 100,000	\$ 1,799	\$ 98,426.11
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank-VFC #2		\$ 860	
Volunteer Companies Loan FD-VFC #1	\$ 49,927	\$ 644	\$ 49,368

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

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

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

**LIST OF BILLS:**

Best Wholesale Tire Co., Inc.....	\$1,757.80
Griffith, McCague & Wallace, PC .....	\$1,529.50
Gulf Trading & Transport, LLC .....	\$3,074.33
Hampton Concrete Products, Inc.....	\$798.50
Jordan Tax Service, Inc. ....	\$312.37
Kress Tire .....	\$18.50
Krigger & Co.....	\$44.99
Office Depot .....	\$195.79
Shoup Engineering, Inc. ....	\$1,473.75
Staley Communications.....	\$183.47
Lane Construction Corp. ....	\$3,100.74
Toshiba Financial Services.....	\$296.80
Trib Total Media .....	\$164.24
Walsh Equipment .....	\$6.39
Youngblood Paving, Inc.....	\$173,496.60

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to pay the List of Bills as submitted. Motion carried unanimously 7-0.

**UTILITIES & PAYROLL:**

MOTION BY Supervisor Fleming and SECONDED BY Supervisor McManus to pay utilities and payroll from August 16, 2012 to September 19, 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 July 2012. 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 July 2012. Copy of the report is on file at the Township. Questions/comments followed.

**PARKS & RECREATION BOARD REPORT:**

Ms. Marilyn Kirin, Chairwoman, was present and reported on the Parks & Recreation Board.

- A recap of Community Days was given.
- Movies at the Park will be held at East Union Church for the winter months at no cost to residents.

**ENGINEER'S REPORT:**

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup of Shoup Engineering, Inc. was present and summarized: his meeting attendance; Vrabel Baseball Fields and Cedar Ridge Road (Yeck) developments; and the 2012 Road Improvement Project.

**2-LOT SUBDIVISION AT 25 CEDAR RIDGE ROAD EXT.:**

The Planning Commission recommended approval of the 2-lot subdivision at their July 27, 2012 meeting. The subdivision is to divide the existing lot into two separate properties in accordance with Ordinance No. 374. The lots will equal:

- Lot #1 ..... 5.0083 acres
- Lot #2 ..... 3.6933 acres

Mr. Shoup reviewed the plan and it satisfies the applicable township ordinance requirements.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to approve the 2-lot subdivision plan at 25 Cedar Ridge Road Ext. as per the recommendation by the Planning Commission. Motion carried unanimously 7-0.

**RESIGNATION/PARKS & RECREATION BOARD:**

The Board of Supervisors received a letter August 7, 2012 from Mrs. Kim Linkenheimer. Mrs. Linkenheimer is resigning as a member of the Parks & Recreation Board effective immediately.

MOTION BY Supervisor Fleming and SECONDED BY Supervisor DiSanti to accept the resignation of Kim Linkenheimer as member of the West Deer Township Parks & Recreation Board. Motion carried unanimously 7-0.

**AUTHORIZE ADVERTISEMENT FOR SALE OF TRACTOR/MOWER:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Fleming to authorize the advertisement for the sale of a 2005 Massey Ferguson Tractor with Tiger Boom Mower – Model 491 with a minimum bid of \$24,000. Motion carried unanimously 7-0.

**WEST DEER EMS FINANCIAL UPDATES:**

The Board of Supervisors received financial statements dated August 8, 2012 from the West Deer EMS that included profit & loss statements, balance sheets for 2011 and 2012 and compilations for 2010 and 2011. After discussion, the Supervisors commended the EMS on correcting their financial deficiencies.

**MONTHLY MEETINGS:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to hold the remainder of the Board of Supervisor's meetings for 2012 twice a month which will be the first and third Wednesday's of the month. Motion carried unanimously 7-0.

**OLD BUSINESS:**

- Supervisor Adamik inquired about the street light at McKrell and Little Deer Creek Road.

**NEW BUSINESS:**

- Supervisor Vaerewyck inquired about a vacant home in Deer Park Plan.
- Mr. Mator requested the Board entertain a revised road opening ordinance that he would craft.
- Mr. Mator asked the Board members if they were interested in the possibility of having the Cohen Law Group perform an audit of cable franchise fees paid to the Township.
- An invitation from the Deer Lakes Youth Football association for the dedication of Simonetti Field was extended to the supervisors.
- The Board members were also invited to the North Hills Council of Government's Annual Dinner

**SET AGENDA – September 5, 2012**

**6:30 p.m. -- Executive Session**

**7:30 p.m. -- Regular Business Meeting**

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. North Hills COG Report
8. Committee Updates
9. Old Business
10. New Business
11. Set Agenda/September 19, 2012
12. Comments from the Public
13. Adjournment

**\*Items Added:**

- Local 205 Agreement
- Sixth Way
- Cohen Audit
- Road Opening Ordinance

**PUBLIC MEETING:**

A public meeting will be held on August 29, 2012 at 7:00 pm for the New Zoning Ordinance and Zoning Map. At this meeting the public is invited to voice their opinions, comments and recommendations.

**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.

None.

**ADJOURNMENT:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to adjourn the meeting at 9:14 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager