

West Deer Township  
Board of Supervisors  
October 17, 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, Jeffrey D. Fleming, Rick W. Florentine, Lawrence K. McManus, and Gerry Vaerewyck. Member absent, Richard W. DiSanti, Jr. 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.

None.

**ACCEPT MINUTES:**

MOTION BY Supervisor Fleming and SECONDED BY Supervisor McManus to accept the minutes of the September 19, 2012 and October 3, 2012 meetings as presented. Members voting yes, Mr. Fleming, Mr. Florentine, Mr. McManus, Mr. Adamik, and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck/absent from meeting). Motion carried, 5 – yes and 1 – abstention.

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**September 30, 2012**

**I - GENERAL FUND:**

**Cash and Cash Equivalents:**

Sweep Account	\$ 894,937	
		\$ 894,937

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted	\$ 86,335	
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**Fire Tax Fund:**

Sweep Account - Restricted	\$ 66,377	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	\$ 351,982	
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\$ 504,693

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved	\$ 422,706	
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**Capital Reserve Fund:**

Sweep Account - Reserved	\$ 180,853	
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\$ 603,559

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

**Route 910 II Waterline:**

Sweep Account - Restricted	\$ 76,087	
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\$ 76,087

**TOTAL CASH BALANCE 9/30/12**

\$ 2,079,275

**Interest Earned September 2012**

\$ 130

	<u>8/31/2012</u>	<u>September</u>	<u>9/30/2012</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 96,865.08	\$ 1,799	\$ 95,356.79
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank-VFC #2		\$ 860	
Volunteer Companies Loan FD-VFC #1	\$ 48,809.42	\$ 644	\$ 48,249.49

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

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

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Florentine to approve the Finance Officer's Report as submitted. Motion carried unanimously 6-0.

**LIST OF BILLS:**

Air-Vac, Inc.....	3528.00
Best Wholesale Tire Co., Inc.....	487.28
Griffith, McCague & Wallace, PC .....	2650.00
Hei-Way, LLC.....	1588.00
Jordan Tax Service, Inc.....	4641.08
Kress Tire .....	512.22
Krigger & Co.....	211.55
Markl Supply.....	685.69
Office Depot.....	535.61
Shoup Engineering Inc. ....	15571.00
Staley Communications.....	183.47
The Lane Construction Corporation .....	2620.83
Trib Total Media .....	254.96
Tristani Brothers, Inc.....	1760.98
Walsh Equipment .....	327.27
Youngblood Paving Inc.....	26727.40

MOTION BY Supervisor Florentine and SECONDED BY Supervisor McManus to pay the List of Bills as submitted. Motion carried unanimously 6-0.

**UTILITIES & PAYROLL:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to pay utilities and payroll from October 18, 2012 to November 21, 2012. Motion carried unanimously 6-0.

**TAX REFUNDS:**

The Board received lists from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for years 2007 through 2012 Real Estate tax refunds and one (1) 2012 Fire Tax refund.

**2007 REAL ESTATE TAX REFUND:**

NAME:	LOT & BLOCK:	REFUND:
Vivaldi, Nicholas A. & Elaine M.	1079-N-342	\$ 6.73

**2008 REAL ESTATE TAX REFUND:**

Vivaldi, Nicholas A. & Elaine M.	1079-N-342	\$ 6.73
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**2009 REAL ESTATE TAX REFUND:**

Vivaldi, Nicholas A. & Elaine M.	1079-B-342	\$ 6.71
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**2010 REAL ESTATE TAX REFUNDS:**

Vivaldi, Nicholas A. & Elaine M.	1079-B-342	\$ 6.71
Kobik, Andretta	2196-K-267	\$ 78.93

**2011 REAL ESTATE TAX REFUNDS:**

Vivaldi, Nicholas A. & Elaine M.	1079-B-342	\$ 9.22
Kobik, Andretta	2196-K-267	\$108.47
Spangnolo, James A. Jr. & Marlene A.	1667-K-11	\$ 22.11

**2012 REAL ESTATE TAX REFUNDS:**

Martin, Florence	8000-T-3361	\$ 2.75
Oberc, Julius & Roberta	8000-T-3426	\$ 44.91
Gray, Keith E. & Robin	1834-P-152	\$ 38.46
Vivaldi, Nicholas & Elaine M.	1079-B-342	\$ 9.22
Blobner, Ronald J.	1509-B-252	\$ 3.45
Kobik, Andretta	2196-K-267	\$108.47
Spagnolo, James A. & Marlene A.	1667-K-11	\$ 22.11
Curtisville Church of the Nazarene	1670-D-113	\$ 12.24
Laskey, Van T.	1360-E-129	\$114.22

**2012 FIRE TAX REFUND:**

Laskey, Van T.	1360-E-129	\$ 40.00
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MOTION BY Supervisor Florentine and SECONDED BY Supervisor Fleming to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 6-0.

**CODE ENFORCEMENT OFFICER'S REPORT:**

Gary L. Bogan, Code Enforcement Officer was present and provided a summary report for the month of September 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 September 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.

**ENGINEER'S REPORT:**

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup was present representing Shoup Engineering, Inc., and summarized the Meeting Attendance, Developments/None; Miscellaneous/Street Opening Ordinance, Guiderail, and Drainage.

**PUBLIC WORKS DEPARTMENT REPORT:**

Supervisor Adamik, Chairman of the Public Works Committee, provided a summary report on the Public Works Department. Questions/comments followed.

**DEMOLITION PROJECT:**

The Township received quotes from Vernon A. Frey Excavating, Inc., and Lutterman Excavating, LLC, for the demolition at the following three (3) structures:

- 92 Benjamin Street
- 100 Orchard Street
- 99 Orchard Street

**Vernon A. Frey Excavating, Inc.**

92 Benjamin Street -- \$4,080.00  
 100 Orchard Street -- \$4,630.00  
 99 Orchard Street -- \$4,180.00

**Lutterman Excavating, LLC**

100 Orchard St. & 92 Benjamin St. -- \$12,600.00

Mr. Bogan, Code Enforcement Officer, recommended:

92 Benjamin Street in the amount of \$4,080.00 and 100 Orchard Street in the amount of \$4,630.00.

Total: \$8,710.00 – Vernon A. Frey Excavating, Inc.

MOTION BY Supervisor Fleming and SECONDED BY Supervisor Florentine to approve the Demolition Project to Vernon A. Frey Excavating, Inc., for the following properties at 92 Benjamin Street in the amount of \$4,080.00 and 100 Orchard Street in the amount of \$4,630.00 as per the recommendation by the Code Enforcement Officer and to authorize the Township Engineer to proceed with the project. Motion carried unanimously 6-0.

**ANNOUNCEMENT:**

West Deer Township's Trick or Treat Night will be held Wednesday, October 31<sup>st</sup> from 6:00 p.m. to 8:00 p.m.

**OLD BUSINESS:**

The Board discussed the following issues at the Senior Citizen Center:  
Flooring, screening, doors, roof, water leaks, etc.

**NEW BUSINESS:**

The Board discussed the following issues in regard to dilapidated structures in West Deer:  
Demolition, renovation, Habitat for Humanity, unclaimed/taxes, various programs, sheriff sales, etc.

**SET AGENDA – November 7, 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/November 21, 2012
12. Comments from the Public
13. Adjournment

Mrs. Hollibaugh announced a Workshop meeting will immediately follow the November 7<sup>th</sup> Regular Business meeting to discuss the Preliminary 2013 Budget.

**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 Vaerewyck and SECONDED BY Supervisor Fleming to adjourn the meeting at 8:25 p.m. Motion carried unanimously 6-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager