

West Deer Township
Board of Supervisors
November 21, 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, Rick W. Florentine, and Lawrence K. McManus. Members absent, Richard W DiSanti, Jr., Jeffrey D. Fleming, 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.

None.

2013 PRELIMINARY BUDGET:

The 2013 Budget proposes to reduce the Real Estate Tax millage from 2.35 mills to 2.03 mills and the Street Light Tax Assessment rate will be set at \$30 per affected parcel for the 2013 tax year.

GENERAL FUND BUDGET

Revenues: \$4,657,483.08
Expenditures: \$4,657,483.08

STREET LIGHTING FUND BUDGET

Revenues: \$ 70,100.00
Expenditures: \$ 87,000.00

FIRE TAX FUND BUDGET

Revenues: \$ 180,000.00
Expenditures: \$ 180,000.00

CAPITAL RESERVE FUND BUDGET

Revenues: \$ 100.00
Expenditures \$ 0.00

LIQUID FUELS FUND BUDGET

Revenues: \$ 280,800.65
Expenditures \$ 580,000.00

OPERATING RESERVE FUND BUDGET

Revenues: \$ 500.00
Expenditures: \$ 376,148.39

The Proposed 2013 Budget will be on public display at the Township Office during regular business hours. The Board of Supervisors will consider the adoption of the 2013 Final Budget on December 5, 2012 at 7:30 p.m.

MOTION BY Supervisor Florentine to accept the 2013 Preliminary Budget. NO SECOND.
MOTION FAILED.

AUTHORIZE ADVERTISEMENT/STREET LIGHT TAX ORDINANCE:

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREET LIGHT TAX ASSESSMENT RATE AT \$30 PER AFFECTED PARCEL FOR THE 2013 TAX YEAR.

Some discussion was held on how the rate was set for the Street Light Tax assessment. Mr. Mator explained the Township Engineer submitted a list of the affected parcels and after coming up with the cost for the street lights/electric for the year, that amount was divided by the number of affected parcels. After further discussion, MOTION BY Supervisor Adamik and SECONDED BY Supervisor Florentine to authorize the advertisement of the Street Light Tax Ordinance. Motion carried unanimously 4-0.

ACCEPT MINUTES:

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to accept the minutes of the October 17, 2012 and November 7, 2012 meetings as presented. Motion carried unanimously 4-0.

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
October 31, 2012

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 832,380	
		\$ 832,380

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 80,246	
----------------------------	-----------	--

Fire Tax Fund:

Sweep Account - Restricted	\$ 57,884	
----------------------------	-----------	--

State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 351,990	
----------------------------	------------	--

\$ 490,120

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 422,733	
--------------------------	------------	--

Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,862	
--------------------------	------------	--

\$ 603,595

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 76,092	
----------------------------	-----------	--

\$ 76,092

TOTAL CASH BALANCE 10/31/12

\$ 2,002,188

Interest Earned October 2012 \$ 127

	<u>9/30/2012</u>	October	10/31/2012
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 95,356.79	\$ 1,799	\$ 93,796.29
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		
Volunteer Companies Loan FD-VFC #1	\$ 48,249.49	\$ 644	\$ 47,689.05

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

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

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to approve the Finance Officer's Report as submitted. Motion carried unanimously 4-0.

LIST OF BILLS:

Air-Vac, Inc.....	1500.00
Best Wholesale Tire Co., Inc.....	409.76
Environmental Planning & Design, LLC.....	7670.04
Griffith, McCague & Wallace, PC.....	2945.00
Hampton Concrete Products Inc.....	114.00
Hei-Way, LLC.....	943.14
Intech Worldwide.....	3495.00
Jordan Tax Service, Inc.....	8997.27
Kress Tire.....	3066.88
Krigger & Company.....	135.78
Markl Supply.....	2560.85
North Eastern Uniforms & Equip Inc.....	3487.98
North Hills COG SRT Vehicle Maintenance.....	900.00
Office Depot.....	472.34
Schedule Soft Corporation.....	890.00
Shoup Engineering Inc.....	1714.55
Staley Communications.....	183.47
The Lane Construction Corporation.....	5008.96
Trib Total Media.....	383.92
Tristani Brothers, Inc.....	1939.66
Walsh Equipment.....	16397.89
Wine Concrete Products, Inc.....	2125.00
Youngblood Paving Inc.....	302333.74

MOTION BY Supervisor Adamik and SECONDED BY Supervisor McManus to pay the List of Bills as submitted. Motion carried unanimously 4-0.

UTILITIES & PAYROLL:

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Florentine to pay utilities and payroll from November 22, 2012 to December 19, 2012. Motion carried unanimously 4-0.

TAX REFUNDS:

The Board received the following list from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for the year 2012 Real Estate tax refunds.

2012 REAL ESTATE TAX REFUNDS:

Arduini, Lawrence	1356-S-273	\$ 40.76
Arduini, Lawrence	1356-S-271	\$ 41.00
Arduini, Lawrence	1356-S-275	\$ 40.54
Lager, Raymond & Rose	8000-T-3396	\$ 20.87
Pisarcik, Lynda & Kenneth	1671-G-352	\$ 20.73
Swanderski, Joan	1670-M-337	\$330.72

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Adamik to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 4-0.

CODE ENFORCEMENT OFFICER’S REPORT:

Gary L. Bogan, Code Enforcement Officer was present and provided a summary report for the month of October 2012. Mr. Bogan also provided the Board with pictures of the demolition project at 91 McClure Road and 186 Shoaf Street. 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 October 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:

- The Breakfast with Santa sponsored by West Deer No. 1 Fire Department and the Parks & Recreation Board will be held Sunday, December 9th from 10 a.m. – 2 p.m. at the Fire Hall.
- Parks & Recreation Board's next meeting will be held November 28th at 7 p.m.
- The West Deer Nightmare at the pavilion was removed and stored. Mr. Shawn Maudhuit plans to power wash the pavilion in the spring and also would like to propose doing the West Deer Nightmare again next year. Ms. Kirin informed the Board she received a check to the Township in the amount of \$802.00. (\$1.00 off each admission).

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/HyTyre Farms Plan; Miscellaneous/Guiderail and Bairdford Park – Softball Field #2.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

SET AGENDA – December 5, 2012

6:30 p.m. -- Executive Session

7:30 p.m. – 2013 Final Budget/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. 2013 Final Budget
 - Resolution/Adoption of 2013 Budget
 - Ordinance/Street Light Tax
8. Guiderail Program
9. North Hills COG report
10. Committee Updates
11. Old Business
12. New Business
13. Set Agenda/December 19, 2012
14. Comments from the Public
15. Adjournment

Item added:

*Picnic Tables

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 Florentine and SECONDED BY Supervisor Adamik to adjourn the meeting at 8:00 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager