

West Deer Township
Board of Supervisors
August 21, 2013
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: Jeffrey D. Fleming, Chairman; Tracy A. Adamik, Richard W. DiSanti, Rick W. Florentine, Shirley Hollibaugh, Lawrence K. McManus, and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, Township Solicitor; and Sandy Nelko, representing Shoup Engineering, Inc.

Chairman Fleming opened and welcomed everyone to the meeting.
PLEDGE OF ALLEGIANCE

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

Chairman Fleming announced the Board held an Executive Session prior to the meeting to discuss legal and personnel issues/retirement and employment bargaining.

REGISTERED COMMENTS FROM THE PUBLIC:

None.

COMMENTS FROM THE PUBLIC:

Chairman Fleming 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.

*Ms. Kathy Counihan, President of the Board of Directors for Habitat for Humanity, Allegheny Valley, 1170 Industrial Blvd., New Kensington, PA. Ms. Counihan thanked Tracy Adamik for his assistance in pulling out their truck, which was stuck at Bull Creek Presbyterian Church after the severe storm on August 8th. Mr. Adamik was commended and provided a plaque from Habitat for Humanity.

Ms. Counihan also explained their mission is to provide decent affordable housing to those who cannot afford it, and summarized and further explained that Habitat for Humanity does not just build new homes but prefers to rehabilitate existing homes because refurbished houses are more affordable. She indicated there is a need for housing in West Deer and if given the opportunity for rehabilitating the houses – instead of tearing them down -- then decent affordable housing can be provided to families who qualify.

ACCEPT MINUTES:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the July 17, 2013 meeting as presented. At this time Supervisor Vaerewyck stated that there is an error in the minutes because the minutes say “budget funds were set aside in the 2013 Budget” for demolition. He contended the budget was changed and – as far as he knows – there are no funds in the budget for demolition. There was then discussion on monies not moved in line items when the Budget was reopened: 1) Demolition funds to housing committee, and 2) Police vehicles moved to maintenance on Township Building. Mr. Mator asked Mrs. Nardis to read the budgeted amount from the Housing/Demolition line item, and Mrs. Nardis stated the amount was still \$22,000, which would not agree with Mr. Vaerewyck’s contention. After more discussion, Mr. Mator recommended the Board table the motion until he checks into the matter and also recommended that – in the future – anyone questioning or recommending changes to the minutes should contact him in his office between the time the members receive their packet and the meeting so he and Mrs. Sopko could listen to the minutes on the recording to confirm/deny the portions being questioned. Based on Mr. Mator’s recommendation, Supervisor DiSanti withdrew his motion to accept the minutes until we get clarification on the line item for the demolition project. Supervisor Hollibaugh removed her second.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to TABLE the acceptance of the minutes. 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, 2013

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 1,351,726	
		\$ 1,351,726

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 81,119	
----------------------------	-----------	--

Fire Tax Fund:

Sweep Account - Restricted	\$ 55,421	
----------------------------	-----------	--

State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 448,928	
----------------------------	------------	--

\$ 585,468

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 554,728	
--------------------------	------------	--

Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,927	
--------------------------	------------	--

\$ 735,656

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 81,388	
----------------------------	-----------	--

\$ 81,388

TOTAL CASH BALANCE 7/31/13

\$ 2,754,237

Interest Earned July 2013

\$ 104

	<u>6/30/2013</u>	<u>July</u>	<u>7/31/2013</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 68,042.90	\$ 1,799	\$ 68,454.08
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		
Volunteer Companies Loan FD-VFC #1	\$ 34,021.22	\$ 644	\$ 0.00

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 DiSanti to approve the Finance Officer’s Report as submitted. Motion carried unanimously 7-0.

LIST OF BILLS:

Amerikohl Aggregates Inc.....	395.46
Amerikohl Transport Inc.	260.56
B.E.A.R. of Pennsylvania, Inc.....	1995.00
Best Wholesale Tire Co., Inc.....	977.50
Griffith, McCague & Wallace, PC.....	2954.60
Jordan Tax Service, Inc.....	1391.89
Kress Tire.....	1378.92
Mark C. Turnley.....	2375.00
Markl Supply	339.82
Neville Terminal Services LLC.....	2177.52
North Eastern Uniforms & Equip Inc.....	316.87
Office Depot.....	389.85
Professional Code Services, Inc.....	8589.02
S&D Calibration Services.....	112.00
Shoup Engineering Inc.....	2114.50
Staley Communications.....	183.47
The HDH Group, Inc.....	10527.00
The Lane Construction Corporation.....	1074.07
Toshiba Financial Services.....	606.17
Tristani Brothers, Inc.....	426.56
Walsh Equipment.....	4748.39
Youngblood Paving Inc.....	135326.00

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

UTILITIES & PAYROLL:

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to pay utilities and payroll from August 22, 2013 to September 18, 2013. Motion carried unanimously 7-0.

POLICE CHIEF’S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of July 2013. Questions/comments followed. Copy of the report is on file at the Township. Chairman Fleming commended the Chief and Mrs. Kirin on doing another great job for Community Days. Everyone agreed.

PARKS & RECREATION BOARD REPORT:

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

- Community Days wrap-up/7:30 pm & regular meeting/August 28 at 7 pm. Ms. Kirin thanked everyone who participated.
- Movie/September 6 at East Union Community Center
- Fishing Class
- West Deer Nightmare / Agreement
- Trunk or Treat

Questions/comments followed.

Chairman Fleming thanked Mrs. Kirin for a great Community Days.

ENGINEER'S REPORT:

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Ms. Sandy Nelko was present representing Shoup Engineering, Inc., and summarized the Meeting Attendance; Developments/Rebecca Residence and Whispering Pines – Amendment Lots 8 and 12; Miscellaneous/2013 Road Projects.

REBECCA RESIDENCE SITE PLAN:

The Planning Commission approved the Rebecca Residence Site Plan at their July 25, 2013 meeting. The Site Plan is to construct a single story chapel addition to the existing Rebecca Senior Care Facility located at 3846 Cedar Ridge Road in the R-2 Semi Suburban Residential Zoning District. The building measures approximately 2,000 sq. ft.

The comments contained in Mr. Shoup's July 5, 2013 review letter have been adequately addressed as per Mr. Shoup's July 26, 2013 letter. The Planning Commission recommended approval.

At this time Supervisor McManus stated he was at the Planning Commission meeting and it was made clear that this chapel was strictly for use by Rebecca Residence tenants and not to be leased out for weddings, etc. He also noted there aren't any restroom facilities available. Supervisor McManus suggested the Board should make it clear that this is intended to be for Rebecca residents only. After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Adamik to approve the Rebecca Residence Site Plan as per the recommendation by the Planning Commission including a stated condition usage. AMENDED MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Adamik that the usage only be residents at the facility.

Motion carried unanimously 7-0.

WHISPERING PINES – AMENDED LOTS 8 & 12:

The Planning Commission also approved the Whispering Pines – Amended Lots 8 & 12 at their July 25, 2013 meeting. The subdivision is to divide the existing Lot #8 and Lot #12 of the subdivision known as the Whispering Pines into two separate properties each in accordance with Ordinance No. 374. The lots will equal:

Lot 8A = 0.284 acres (12,598.99 sq. ft.)

Lot 8B = 0.680 acres (29,611.91 sq. ft.)

Lot 12A=1.060 acres (46,172.24 sq. ft.)

Lot 12B=0.844 acres (36,745.64 sq. ft.)

The comments in Mr. Shoup's July 22, 2013 review letter have been addressed as per Mr. Shoup's July 24, 2013 letter. The Planning Commission recommended approval.

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to approve the Whispering Pines – Amended Lots 8 & 12 Subdivision Plan as per the recommendation by the Planning Commission. Motion carried unanimously 7-0.

Some discussion was held on lot lines/duplex houses.

2013 ROAD PROGRAM:

Supervisor Adamik reported on the 2013 Road Program and that Youngblood Paving requested coming in at a later date to do the cold mix on the rest of the roads. The contract had a clause that the roads had to be done by a certain date and due to weather & other issues, the Committee recommended extending their completion time.

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Florentine to extend the time of completion for Youngblood's 2013 Paving Contract for 30 days. (The current date is August 31, 2013). After some questions, a roll call vote was taken. Motion carried unanimously 7-0.

RESIDENTIAL SOLID WASTE COLLECTION & RECYCLABLE CONTRACT EXTENSION:

Contract with Morrow Refuse, Inc. – September 1, 2011 through December 31, 2013

Option Years: 2014, 2015, 2016

Contract Prices:

2011 -- \$13.00/month 2012 -- \$13.25 \$2013 -- \$13.80

Option Years:

2014 -- \$14.40/month 2015 -- \$14.90 \$2016 -- \$15.50

Senior Citizens Sticker Program would remain the same at \$1.75/sticker.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor DiSanti to include the three (3) option years to Morrow Refuse for Residential Solid Waste Collection and Disposal and Recyclable Material Collection for:

Year 2014 @ \$14.40/month

Year 2015 @ \$14.90/month

Year 2016 @ \$15.50/month

Senior Citizen Program @ \$1.75/sticker.

After a few questions, a roll call vote was taken. Motion carried unanimously 7-0.

COMMITTEE UPDATES:

At this time, each Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – Public Safety Committee

A discussion was also held on the police security camera system/storing data.

MOTION—TOWNSHIP BUILDING RENOVATION:

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to spend up to \$12,500 on bathroom renovations, replacing two doors, repairing a third door, and roof repairs. Items will go out for bid.

Bathrooms -- \$2,500 Doors -- \$3,000 Roof -- \$7,000

Supervisor DiSanti commented he hopes the Board considers these are important to improve the contents of the building, but reminded the Board that they did talk about a building committee to replace the existing structure and the public works building and he doesn't want the Board to lose sight of those projects in the long term.

Motion carried unanimously 7-0.

- 2) Mr. McManus – Planning, Zoning, & Code Enforcement Committee & North Hills COG
- 3) Mr. Adamik – Engineering & Public Works Committee

MOTION –STORMWATER PIPE:

Township received three bids. MOTION BY Supervisor Adamik and SECONDED BY Supervisor McManus to repair the collapsed stormwater pipe at the Cedar Ridge area for \$3,800.00.

Motion carried unanimously 7-0.

- 4) Mrs. Hollibaugh – Financial Legal, and Human Resources Committee
- 5) Mr. Vaerewyck – Housing Committee
- 6) Mr. Fleming – Parks & Recreation Committee

OLD BUSINESS:

- Supervisor Vaerewyck questioned the status of the refunds owed to residents from Central Tax Bureau.
- Supervisor Vaerewyck commented on the 2013 per capita tax bills sent out by Keystone Collections. Supervisor Vaerewyck summarized all of the issues he has with the billing, such as duplicate names/mailings, account numbers, ages/exemptions, etc., and also suggested Keystone send a letter out to every household saying who is actually responsible for paying this and the procedure for getting these taxes removed. Mr. Mator stated that he was already in contact with Keystone to rectify some of the issues, and would contact them again to receive clarification on the other billing issues.

MOTION – TWO MEETINGS/MONTH:

At this time Supervisor Vaerewyck asked the Board if they would consider going back to two meetings per month. After some discussion/comments, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to go back to two meetings a month. Supervisor Vaerewyck AMENDED MOTION to start the two meetings a month starting in October. Supervisor McManus SECONDED. A roll call vote was taken. Members voting yes, Mr. Vaerewyck, Mr. McManus, Mr. Adamik, Mrs. Hollibaugh, and Mr. Fleming. Members voting no, Dr. DiSanti and Mr. Florentine. Motion carried, 5-yes and 2-no.

NEW BUSINESS:

None.

SET AGENDA – Regular Business Meeting

September 18, 2013

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. Accept minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities & Payroll
9. Police Chief's Report
10. Report from the Parks & Recreation Board
11. Engineer's Report
12. MMO Acceptance
13. Haunted House Agreement
14. State Winter Maintenance Agreement/Resolution
15. Budget Advertisements
16. Committee Reports
17. Old Business
18. New Business
19. Set Agenda
20. Comments from the Public
21. Adjournment

*Item removed:

Haunted House Agreement

*Items added:
2014 Road Program
Guiderails

COMMENTS FROM THE PUBLIC:

Chairman Fleming 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.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor McManus to adjourn the meeting at 9:05 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager