

West Deer Township  
Board of Supervisors  
September 18, 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 Scott Shoup, Township Engineer.

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 and ADA compliance.

**REGISTERED COMMENTS FROM THE PUBLIC:**

Mr. Mark C. Turnley, CPA, was present and discussed the Township audit and the basis of accounting. Questions/comments were heard and addressed.

**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.

\*Mr. Josh Wiegand, Fire Chief/West Deer No. 3, discussed the ongoing flooding problems at the fire hall during heavy downpours/drainage issues. After some discussion, Mr. Shoup/Township Engineer and Mr. Jeff Florentine/Public Works were directed to further check into the matter. Chief Wiegand also questioned the Financial Report in regard to Fire Company loans.

**ACCEPT MINUTES:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to accept the minutes of the July 17, 2013 and August 21, 2013 meetings as presented. Supervisor DiSanti questioned the tabling of the July 17, 2013 minutes at the last meeting due to Supervisor Vaerewyck taking issue with the minutes as presented. After some discussion and clarification that the minutes were correct, a roll call vote was taken. 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****August 31, 2013****I - GENERAL FUND:****Cash and Cash Equivalents:**

Sweep Account	\$ 1,200,992	
		<b>\$ 1,200,992</b>

**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	\$ 76,742	
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**Fire Tax Fund:**

Sweep Account - Restricted	\$ 53,872	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	\$ 448,934	
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		<b>\$ 579,549</b>
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**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	\$ 554,749	
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**Capital Reserve Fund:**

Sweep Account - Reserved	\$ 180,933	
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		<b>\$ 735,682</b>
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**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:****Route 910 II Waterline:**

Sweep Account - Restricted	\$ 81,391	
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		<b>\$ 81,391</b>
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**TOTAL CASH BALANCE 8/31/13**

		<b>\$ 2,597,614</b>
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**Interest Earned August 2013**

	\$ 96
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	<b>7/31/2013</b>	<b>August</b>	<b>8/31/2013</b>
	<b><u>Debt Balance</u></b>	<b><u>Principal</u></b>	<b><u>Debt Balance</u></b>
		<b><u>Payment</u></b>	
Mars National- VFC #3	\$ 66,454.08	\$ 1,799	\$ 64,815.79
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		

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

**LIST OF BILLS:**

Air-Vac Inc.....	5560.00
Best Wholesale Tire Co. Inc.....	1057.78
Beth's Barricades.....	800.00
Griffith, McCague & Wallace, PC.....	1529.40
Hampton Concrete Products Inc.....	91.80
Jordan Tax Service, Inc.....	2311.33
Kress Tire.....	771.00
MRM Workers' Comp Fund.....	17,263.34
Office Depot.....	285.29
Shoup Engineering Inc.....	540.00
Staley Communications.....	183.47
The Lane Construction Corporation.....	588.95
Toshiba Financial Services.....	606.17
Trib Total Media.....	260.00
Walsh Equipment.....	341.85

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 Hollibaugh and SECONDED BY Supervisor McManus to pay utilities and payroll from September 19, 2013 to October 16, 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 August 2013. Also discussed/police security cameras. Questions/comments followed. Copy of the report is on file at the Township.

At this time Supervisor DiSanti thanked the Chief, the Police Department and Fire Departments for assisting and helping Eleanor DiSanti whose home was struck by lightning a few weeks ago.

**PARKS & RECREATION BOARD REPORT:**

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

- Haunted House/Opens October 4<sup>th</sup> - October 30<sup>th</sup>.
  - Fishing Class at Deer Lakes Park/October 13<sup>th</sup>.
  - Movie/October 11<sup>th</sup> at East Union Community Center
  - Ms. Kirin informed the Board she had a party at the Bairdford Park pavilion and received lots of compliments.
  - The Parks & Recreation Board will be working on their budget at their next meeting.
- Chairman Fleming thanked Ms. Kirin for doing a great job.

**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/2013 Road Projects and McIntyre Road Guiderail.

**MMO ACCEPTANCE:**

The Board received the 2014 Minimum Municipal Obligations for the Police and Municipal Employee Pension Plans.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to acknowledge receipt of the 2014 Municipal Obligations for the Police and Municipal Employee Pension Plans. Motion carried unanimously 7-0.

**2013 DEMOLITION PROJECT/TOWNSHIP:**

The Township received the following quotes for the demolition of the two (2) structures at 99 Orchard Street and 463 Sycamore Street:

<u>BIDDERS:</u>	<u>99 ORCHARD STREET:</u>	<u>463 SYCAMORE STREET:</u>
T.A. Gall, Inc.	\$6,500.00	\$4,500.00
Vernon A. Frey Excavating, Inc.	\$4,900.00	\$3,700.00
D. Lang Contracting, Inc.	Quoted both structures: \$18,526.40	

MOTION BY Supervisor Hollibaugh SECONDED BY Supervisor DiSanti to approve the Demolition Project to Vernon A. Frey Excavating, Inc., for the two (2) structures at 99 Orchard Street in the amount of \$4,900.00 and 463 Sycamore Street in the amount of \$3,700.00 and to authorize the Township Engineer to proceed with the project.

Supervisor McManus questioned the use of Township funds for this project and Supervisor Adamik thought the funding was coming from a grant. Mr. Mator explained three other structures are funded by a North Hills Council of Government CDBG grant, and the two structures in question would be demolished using budgeted Township funds. At that time Supervisor Vaerewyck passed out photographs and commented on overgrown lots where structures were demolished, as well as structures that were to be demolished but were rehabilitated by their owners. Supervisor Vaerewyck stated the Township has a choice of spending Township money to take these structures off the tax rolls and have an overgrown mess forever, or the Township could sell the structures. He then stated that both structures have buyers interested in purchasing the structures if we can get them transferred: Bronco Brnardic is interested in 463 Sycamore Street, and a contractor is interested in the 99 Orchard Street property. Supervisor Vaerewyck stated all the Township would have to do is spend this money instead to get those properties transferred.

Mr. Bogan commented on the demolition project and indicated it is up to the Board to decide what they want to do.

Supervisors Adamik and McManus again questioned the funding for the demolition: what line item the funds were to come from, who appropriated it, and when it was appropriated. Mr. Mator responded that the funding was to come from line item 413.610 (House Recycling/Demolition Project). That line item had \$22,000.00 budgeted by the Board of Supervisors, of which \$21,644.25 remained. Supervisor Vaerewyck stated that he objected to Mr. Mator's assertion and said line item 413.610 was changed specifically to House Recycling, the Demolition portion was taken off, and that he didn't know how the Demolition Project still ended up in the Budget. Mr. Vaerewyck further expressed that the line item only had \$5,000.00 in it in February and the supervisors added funds to it specifically to address five houses (around \$4,000.00 per house) for house recycling. Supervisor Adamik agreed, and stated he remembered these actions "one hundred percent." Mr. Mator indicated that the statements made were inaccurate and explained that the budget that was passed in December had \$22,000.00 in that line item and was titled House Recycling/Demolition Project. Supervisor McManus said the budget was reopened in February and that money was moved and the line item budget altered. Mr. Mator indicated it was not.

Much more discussion followed.

A roll call vote was taken. Members voting yes, Mr. Florentine, Dr. DiSanti, Mrs. Hollibaugh, and Mr. Fleming. Members voting no, Mr. McManus, Mr. Adamik, and Mr. Vaerewyck.

Motion carried, 4 – yes and 3 – no.

Supervisor Adamik requested to listen to the tape of the budget meeting. Mr. Mator indicated that he had a copy and would share it with Mr. Adamik.

**2014 ROAD PROGRAM:**

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to include the following roads in the 2014 Annual Budget as part of the 2014 Preliminary Road Program:

- |                               |                     |
|-------------------------------|---------------------|
| 1. Simon Road                 | 9. McIntyre Road    |
| 2. Miller Road                | 10. Anna Dale Drive |
| 3. Quigley Road               | 11. Christine Drive |
| 4. Grubbs Road                | 12. Coffee Lane     |
| 5. Hemlock Street             | 13. Ramsey Road     |
| 6. Center Lane                | 14. Aber Road       |
| 7. Cypress Street             | 15. Deerton Road    |
| 8. Cedar Ridge Road Extension |                     |

Motion carried unanimously 7-0.

**GUIDERAILS:**

McIntyre Road – Received two (2) bids:

- 1) Fence by Maintenance Service.....\$ 9,632.00
- 2) Penn Line Service, Inc.....\$17,806.25

After some questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to approve the guiderail project on McIntyre Road to Fence by Maintenance Service in the amount of \$9,632.00. Motion carried unanimously 7-0.

**STATE WINTER MAINTENANCE AGREEMENT/RESOLUTION:**

The Board received the State Winter Maintenance Agreement and Resolution #2013-7.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Resolution #2013-7 authorizing the Chairman and Township Manager to accept the State Agreement as presented. After some discussion, a roll call vote was taken. Motion carried unanimously 7-0.

**BUDGET ADVERTISEMENTS:**

The Board received a copy of the Budget advertisements. MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to authorize the advertisements for the 2014 Budget/dates being October 30, 2013 and November 13, 2103. Motion carried unanimously 7-0.

**COMMITTEE UPDATES:**

Chairman Fleming reported there were no Committee Meetings held/No Reports.

Supervisor Vaerewyck clarified there was a meeting and indicated that the Housing Committee met. Supervisor Vaerewyck also questioned the change in the Public Safety Committee Chairperson. Mr. Mator explained the change. Supervisor Vaerewyck indicated the Board voted on the Committees at the beginning of the year. Mr. Mator indicated the Chairman of the Board of Supervisors sets the Committees and a vote is never taken on the Committees. More discussion followed on the Committees. Mr. Happel, Township Solicitor, will have to check on this but does not believe that it's required to be voted on by the Board. Chairman Fleming stated the Committees started three years ago and are selected by the Chairman.

At this time Supervisor Vaerewyck reported on the Housing Committee/update.

**OLD BUSINESS:**

\*Supervisor DiSanti commented at the last meeting the Board voted to hold two meetings a month and pointed out that it was not on the agenda to be discussed -- let alone voted on. And Supervisor DiSanti personally thought that prior to that motion being passed, it should have been placed on the agenda for discussion and stated it is not appropriate that a motion was made without first being on the agenda and for the record stated it is out of character.

\*Chairman Fleming announced there is a conflict of interest in the use of the Township Building. On October 2<sup>nd</sup> the State Game Commission will be holding a previously scheduled Hunter Safety course in the meeting room/the same date of the Supervisors' meeting.

After further discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to cancel the first meeting in October for 2013. Motion carried unanimously 7-0.

The two meetings per month will begin in November/the first & third Wednesdays.

**NEW BUSINESS:**

None.

**SET AGENDA – Regular Business Meeting**

Set Agenda/October 16, 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. 2013 Demolition Project/CDBG Year 39
13. Committee Reports
14. Old Business
15. New Business
16. Set Agenda
17. Comments from the Public
18. Adjournment

Item Added:

At this time Supervisor Vaerewyck stated he would like to add to the agenda a vote for the Housing Committee to move these three to legal to have them transferred to someone else.

**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.

\*Mr. Jim Cesnick, 112 Michael Road, commented on the demolition project and also reported an abandoned trailer on Michael Road that has been there for over 30 years. Mr. Cesnick also commented on the road program and winter maintenance on Michael Road/no berm and drainage/water run-off turns to ice in the winter.

\* Ms. Marilyn Kirin questioned who the Chairperson is now for the Parks & Recreation Committee -- the Chairperson is Mrs. Hollibaugh.

\*Mr. Josh Wiegand commented on the Oak Road bridge that was repaired by the State and reported it's sinking at the drainage catch basin. After some discussion, Supervisor Adamik recommended to contact PennDOT and also reported the County bridge on Dawson Road is being removed and he isn't sure if it will be replaced.

**ADJOURNMENT:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 9:00 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager