

11/20/2013

West Deer Township
Board of Supervisors
November 20, 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, and Lawrence K. McManus. Member absent, 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 personnel and real estate issues. Chairman Fleming also announced a workshop meeting to discuss the Preliminary 2014 Budget will immediately follow the Regular Business Meeting.

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.

None.

ACCEPT MINUTES:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the October 16, 2013 and November 6, 2013 meetings as presented. Motion carried unanimously 6-0.

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
October 31, 2013

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 844,581	
		\$ 844,581

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 66,621	
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Fire Tax Fund:

Sweep Account - Restricted	\$ 35,631	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 448,945	
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\$ 551,197

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 554,792	
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Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,944	
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\$ 735,736

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 81,982	
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\$ 81,982

TOTAL CASH BALANCE 10/31/13

\$ 2,213,496

Interest Earned October 2013 \$ 78

	<u>9/30/2013</u>	<u>October</u>	<u>10/31/2013</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 63,168.13	\$ 1,799	\$ 61,553.48
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 McManus 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.....	4575.00
Casmac Line Striping, Inc.....	1571.20
Culverts, Inc.....	1380.00
Griffith, McCague & Wallace, PC.....	3019.50
Hampton Concrete Products Inc.....	2976.00
Hei-Way, LLC.....	652.24
Jordan Tax Service, Inc.....	695.36
Kress Tire.....	1550.28
Krigger & Co.....	90.99
Lindy Paving Inc.....	1780.21
Markl Supply.....	658.55
North Eastern Uniforms & Equip Inc.....	545.77
NHCOG Stormwater Management.....	4421.00
Office Depot.....	374.49
Schedule Soft Corporation.....	920.00
Shoup Engineering Inc.....	17,617.00
Staley Communications.....	183.47
Toshiba Financial Services.....	606.17
Trib Total Media.....	247.84
Tristani Brothers, Inc.....	2210.95
Waves Equipment Source, Inc.....	2280.00
Wine Concrete Products, Inc.....	2708.10
Youngblood Paving Inc.....	451,981.30

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

UTILITIES & PAYROLL:

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to pay utilities and payroll from November 21, 2103 to December 18, 2013. Motion carried unanimously 6-0.

TAX REFUNDS:

The Board is in receipt of the list from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for Year 2013 Real Estate Tax Refunds.

2013 REAL ESTATE TAX REFUNDS:

NAME:	LOT/BLOCK:	AMOUNT:
Restori, Mark & Kristen	2386-N-295	\$457.71
Clifford, Kenneth & Rita	1361-M-288	\$ 96.57
Podgornik, Robert	1362-B-291	\$ 40.76
Wadsworth, Thomas G.	1835-C-75	\$ 83.86
Kobik, Andretta	2196-K-267	\$ 60.17
Prokop, Bonnie	1361-M-143	\$ 25.25
Ehnot, Kathleen & John	1361-M-260	\$113.89
Schmiedel, William J. & Rochelle A.	1218-M-13	\$ 2.18

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 6-0.

POLICE CHIEF’S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of October 2013. Questions/comments followed. Copy of the report is on file at the Township.

PARKS & RECREATION BOARD REPORT:

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

- No meetings held in November and December. Next regular and Community Days meetings/January 22, 2013 at 7 p.m.
- The Township received the check from Shawn Maudhuit from the Haunted House in the amount of \$1,070.00 and he would like permission to do it again next year.
- Children’s Christmas party will be on December 14th at 1 p.m. at Fire Company No. 1.
- Ice Rink and pavilion (pillars, roof) were also discussed.

Supervisor DiSanti recommended that Ms. Kirin notify Shawn Maudhuit to submit a letter to the Board to pursue the Haunted House for next year and he also commented on the previous insurance bond issue.

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/Haberstich/McDonald Subdivision; Miscellaneous/Drainage Improvement Work, Township Bridge/Culvert Review. Questions/comments followed. Mr. Shoup also discussed the flooding issue at Fire Company No. 3. The Board agreed to have the Committee check into this issue.

PUBLIC WORKS TRAILER:

The Board received the following quotes for the Public Works 2014 trailer:

- 1) Viking-Vee Manufacturing, Inc.....\$10,500.00
Fender Model Tilt Deck/Split Deck Tag Trailer, Low
- 2) Hale Trailer Brake & Wheel..... \$14,900.00
Interstate Model 116TST 16+4, 16,000 lb. capacity Tilt Deck Trailer
- 3) Bobcat of Pittsburgh..... \$ 9,800.00
Townmaster Model T-14DT Tandem Axle Tilt Trailer

The recommendation by Jeff Florentine, Public Works Department is to purchase the Fender Model Tilt Deck/Split Deck Tag Trailer from Viking-Vee Manufacturing for \$10,500.00. Supervisor Adamik explained the bids and the use for that specific trailer.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one 2014 Trailer from Viking-Vee Manufacturing, Inc., in the amount of \$10,500.00. Motion carried unanimously 6-0.

CODIFICATION:

At the last meeting the Board postponed voting on the Codification until tonight’s meeting.

The Board received the following two (2) proposals for Codification services for West Deer Township:

- 1) Keystate Publishers, Inc. -- \$ 8,745.00
- 2) General Code -- \$11,577.00

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor McManus to approve the proposal from Keystate Publishers, Inc., for Codification services in the amount of \$8,745.00. Motion carried unanimously 6-0.

APPROVAL OF BUILDING REPAIRS:

The Board received a copy of the list of repairs and the list is on file at the Township office.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to authorize the Township Manager to secure Township municipal repairs as a listed cost not to exceed the remaining \$47,560.88 in line item 409.373. All repair projects shall be subject to competitive bid, if necessary, in accordance with Township ordinances and regulations. Chairman Fleming mentioned some of the items to be repaired. Motion carried unanimously 6-0.

OLD BUSINESS:

Mr. Mator indicated that Supervisor Vaerewyck submitted the public safety report and also requested to have it entered into the minutes – Mr. Mator read the following:

Public safety meeting report 13 Nov 2013

We met with 3 members of the West Deer EMS. I had met with a couple professors from Notre Dame college to review their financials. They felt their business environment is viable, but they had some concerns about costs for office staff and miscellaneous expenses being out of line with the average 501c3 ems in this size community. This issue was stated to them. They have made substantial changes to their staffing in the last month which appear to bring them in line with the Notre Dames recommendation. This reduces their staff costs by about \$30,000 per year. They have also implemented financial controls where every expense must be preapproved by the board. This addresses the concern we had with financial controls. They still did not have a good handle on their actual profit and loss and had to make a run back to their building to print out financials to give us an accurate idea of what is going on. Based on these changes, the committee felt the EMS was in the position assure our contributions to their service are used properly and that taxpayer money is going to the intended purpose. We approved disbursement of the workers comp check per the previous board action allowing disbursement if the public safety committee met with the ems and approved disbursement. We also requested that Lee Schmidt attend our public safety meetings.

EMS currently has about \$7000 in the bank and has concerns over diminishing revenue due to cuts in reimbursement from insurance, medicare/Medicaid, and the state. While there are funds available for equipment grants, there are not funds for operating expenses or building repair. They need to replace monitors and some other equipment due to a state mandate on the order of \$40,000. They currently need a new roof and their rear parking lot repaved and asked for township assistance with those items. Based on their financials, it is unlikely they could generate the funds for those repairs in the next couple of years. In that time significant building damage could occur which could set them even further behind. Mr Mator was directed to ask for a quote for their roof in conjunction with the senior center roof to see what the costs might be and if there would be significant saving if the two could be done together. The paving was to be sent to the road committee to see what the cost would be if added on to a road contract. We wanted to get these numbers so the board could make an informed decision.

EMS still has the same issue with the school board over their property and were under the impression that we were acting on their behalf to obtain title to the land. They did state they have a fully signed copy of a deed to their property but were told it could not be recorded because it was not the original. We would recommend having our solicitor look at the document and give an opinion if it could still be recorded. If it can, that would eliminate a lot of uncertainty currently existing.

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The EMS board asked up to promote an EMS tax like the fire tax to raise for them the \$180,000 a year. We were all hesitant about that proposal and it would not raise the amount of money EMS believes it will. If they had this tax in place, then it would be inappropriate for West Deer to provide them with the \$30,000 in support that we have been giving them. They also could not do subscriptions. So the net increase is closer to \$60,000. We believe that having them operate for a while with their changes in place and see how their cash is going.

I did look into other options if the EMS were to close and there are 3 options: 1- West Deer could run it. That would not change the operational costs but would give a little better oversight. It could potentially increase costs a lot as an argument could be made for wages consistent with municipal workers. 2- Satellite station of another EMS. Several local companies are interested in that. That would save a little on paperwork and certification costs but we would have a management cost and the building issues are still the same. 3- Have neighboring companies divide up the area. That would save a lot of money, but response times would increase substantially. Many areas could not expect responses in less than 20 minutes. None of these are good options, so as we have discussed before, the best option is making sure they remain a viable service. There was some disagreement in the committee about this, but personally I believe that if helping them with a capital item like a roof now improves the chances of their surviving long term, that would be a good expense.

Police-

We met with the chief and gave Mr Mator a list of repair items to proceed with mostly in the police department but some throughout the building. We are going to do outside work next year and focus on internal for the balance of this years appropriation.

Dr. DiSanti and I inspected the police cars. The expedition has significant rust breaking through in the quarter panels and the tailgate and will require extensive body work next year. Even if bodywork was done, the structural integrity of the vehicle is compromised and would not be safe for police work. We recommend replacing this vehicle early in the year.

The car has no rust and appears to be in good condition throughout. There have been no significant unscheduled maintenance on the vehicle. This will be a more expensive vehicle to replace because none of the accessories can be reused. We believe the best price could be obtained for this vehicle by selling it as a complete police car. We directed the chief to solicit non-binding bids on the car to see what it might sell for. If the value this year is high enough to compensate losing a year of use, we could recommend replacing it this year. Otherwise it appears to be a fully serviceable vehicle in good condition. I personally believe paying the vehicles in full saves the taxpayers a couple thousand dollars. We are at the point that we can do that if we wait a year on this vehicle.

Submitted by Gerry Vaerewyck, Chairman public safety committee

NEW BUSINESS:

Mr. Mator asked the Board if they would like to participate in the December issue of the Town Flyer with their annual Seasons Greeting's message. The Board agreed.

SET AGENDA – Regular Business Meeting

Set Agenda/December 4, 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. County Winter Maintenance Agreement
8. Committee Updates
9. Old Business
10. New Business
11. Set Agenda/December 18, 2013
12. Comments from the Public
13. Adjournment

Item added:

2014 Haunted House

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.

Supervisor DiSanti questioned the proposed drilling at Deer Lakes Park and also the demolition project in West Deer.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 8:10 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager