

12/18/2013

West Deer Township
Board of Supervisors
December 18, 2013
7:30 p.m.

The West Deer Township Board of Supervisors held their 2014 Budget/Regular Business Meeting at the West Deer Township Municipal Building. Members present: Jeffrey D. Fleming, Chairman; Richard W. DiSanti, Rick W. Florentine, Shirley Hollibaugh, Lawrence K. McManus and Gerry Vaerewyck. Member absent, Tracy A. Adamik. 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 employment and legal issues.

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.

2014 FINAL BUDGET:

The 2014 Budget proposes no tax increase and the Real Estate Tax millage will remain at 1.99 mils for the 2014 Tax Year.

GENERAL FUND BUDGET

Revenues: \$4,807,949.59
Expenditures: \$4,807,949.59

STREET LIGHTING FUND BUDGET

Revenues: \$ 70,035.00
Expenditures \$ 88,900.00

FIRE TAX FUND BUDGET

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

CAPITAL RESERVE FUND BUDGET

Revenues: \$ 315,655.20
Expenditures \$ 0.00

LIQUID FUELS FUND BUDGET

Revenues: \$ 278,354.50
Expenditures \$ 180,000.00

OPERATING RESERVE FUND BUDGET

Revenues: \$ 350.00
Expenditures: \$ 691,033.55

RESOLUTION NO. 2013-9

A RESOLUTION ADOPTING THE 2014 BUDGET OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

At this time Supervisor DiSanti commented the Board discussed the salary for the Township Manager on several occasions and motioned to consider increasing the percentage of the salary for Mr. Mator from 2.5 percent to 5.5 percent. Supervisor Hollibaugh seconded.

After some discussion, Chairman Fleming announced the Board would take a brief break into Executive Session, as the matter was an employee personnel issue.

The Board returned from Executive Session and Chairman Fleming commented that the current discussion had been resolved.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2013-9 -- the 2014 Budget as presented. Motion carried unanimously 6-0.

ACCEPT MINUTES:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to accept the minutes of the November 20, 2013 and December 4, 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
November 30, 2013

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 826,716	
		\$ 826,716

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 61,328	
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Fire Tax Fund:

Sweep Account - Restricted	\$ 30,982	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 18,946	
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\$ 111,256

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 554,812	
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Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,949	
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\$ 735,761

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 81,985	
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\$ 81,985

TOTAL CASH BALANCE 11/30/13

\$ 1,755,719

Interest Earned November 2013 \$ 79

	<u>10/31/2013</u>	<u>November</u>	<u>11/30/2013</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 61,553.48	\$ 1,799	\$ 59,918.74
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.

After some questions/discussion, 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:

American Rock Salt Company LLC.....	26442.95
Best Wholesale Tire Co., Inc.....	1710.03
Griffith, McCague & Wallace, PC.....	1672.30
Gulf Trading & Transport, LLC.....	5041.51
Hei-Way, LLC.....	1321.69
Jordan Tax Service, Inc.....	3973.23
Kress Tire.....	5555.20
MC Enterprises Construction, Inc.....	960.00
Markl Supply.....	341.46
MRM Workers' Comp Fund.....	17815.34
Neville Terminal Services LLC.....	2833.44
North Eastern Uniforms & Equip Inc.....	687.82
Office Depot.....	259.64
Shoup Engineering Inc.....	1071.50
Staley Communications.....	183.47
Toshiba Financial Services.....	606.17
Trib Total Media.....	744.24
Tristani Brothers, Inc.....	678.05
Vernon A. Frey Excavating, Inc.....	8600.00

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 Florentine to pay utilities and payroll from December 19, 2013 to January 15, 2014. 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:
Cavitt, Eileen A. & Thomas S.	1669-N-47	\$102.19
Nagy, Thomas J. & Karen M.	1510-R-317	\$ 95.96
RRD Properties	1838-J-44	\$167.13
RP Properties	1359-D-172	\$ 31.01
Brissitt, Marcia	1667-L-255	\$135.32
Mennow, Ronald & Marlene	1361-M-330	\$ 15.61
Pisarcik, Lynda & Kenneth	1671-G-352	\$ 17.56

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 November 2013. Questions/comments followed. Copy of the report is on file at the Township.

Also discussed:

- Commendation letter to Officer Newman/K9
- Chairman Fleming read a letter from Chief David DiSanti of Oakmont Police Department thanking Chief Lape and commending efforts of Sgt. Frank Huffman who assisted with an oversized truck in Oakmont Borough and helped clear up a serious situation.

PARKS & RECREATION BOARD REPORT:

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

*Christmas party was held on December 14th.

*Popcorn & Movie at East Union on January 10th.

*January 22nd at 7 pm/Reorganization, Regular, & Community Days meetings.

Chairman Fleming thanked Ms. Kirin for her devotion and dedication.

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/None.

Mr. Shoup also reported the guiderail was installed and completed on McIntyre Road.

A discussion was held on the guiderail on McKrell Road that was damaged & removed due to an accident and also discussed guiderail repair/replacements after accidents.

HABERSTICH/MCDONALD PLAN OF LOTS:

The Planning Commission approved the Haberstich/McDonald Plan of Lots at their November 21, 2013 meeting. Said plan is a three-lot subdivision on McKrell Road and Crest Street. The property is zoned R-3 and R-4. The Planning Commission voted unanimously to recommend approval of the 3-lot subdivision known as the Haberstich/McDonald Plan of Lots on McKrell Road and Crest Street. The approval is with the condition that all issues in the Township Engineer review letter are addressed and the residual lot be noted on drawings as Parcel A.

The Board received a copy of the review letter from Shoup Engineering dated November 5, 2013. The Board also received the review letter from Shoup Engineering dated November 22, 2013 with the following comments:

1. A revision date should be placed on the plan.
2. The Township Planning Commission has requested that the "revised Residual" tract be renamed to "Parcel A."
3. The Township Planning Commission recommended that a 20-foot wide private sanitary sewer easement be provided from Lot 1 to the existing sanitary sewer on Parcel A. The easement should note that it is for the benefit of Lot 1 to connect to the exiting public sewer.
4. PADEP Sewage Facilities Planning Module documents must be submitted to the Township for approval.

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to approve the Haberstich/McDonald Plan of Lots Final Subdivision Plan as per the recommendation by the Planning Commission with the condition that all of the issues are addressed as listed above. Motion carried unanimously 6-0.

Mr. Don Haberstich was present and submitted updated correspondence to the Board.

OLD BUSINESS:

None.

NEW BUSINESS:

- Supervisor Vaerewyck announced the Tribune Review is doing their Outstanding Young Citizen Award again and asked if anyone knows of a junior or senior that did service in the Township to nominate them for recognition.
- **PLAQUE PRESENTATION TO SHIRLEY HOLLIBAUGH** -- Chairman Fleming commended and thanked Mrs. Hollibaugh for her service and dedication to the Township.

Chairman Fleming then presented and read a plaque to Mrs. Hollibaugh for the end of her term as Supervisor.

SHIRLEY HOLLIBAUGH

In appreciation of your leadership as a Supervisor of West Deer Township and your years of service to its citizens.

WEST DEER TOWNSHIP BOARD OF SUPERVISORS

DECEMBER 31, 2013

SET AGENDA – Reorganization Meeting

Set Agenda/Reorganization Meeting

Monday, January 6, 2014

8:00 p.m.

Swear-in newly elected Supervisors by Magistrate Suzanne Blaschak

ANNOUNCEMENT: NO MEETING ON JANUARY 1, 2014

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate & Elect Chairman for the Year 2014
5. Nominate & Elect Vice Chairman for the Year 2014
6. Appoint Township Manager & Treasurer
7. Appoint Police Chief
8. Appoint Code Enforcement Officer
9. Appoint Finance Officer
10. Furnish Bonds
11. Establish Rules of Order & Robert's Rules of Order
12. Depository for Funds
13. Facsimile Signature
14. Appoint Township Solicitor
15. Appoint Township Engineer
16. Set Monthly Meetings/Date & Time
17. Appoint Delegate & Alternate/North Hills COG
18. Appoint Delegate & Alternate/Allegheny County Association of Township Officials
19. Appoint Delegate & Alternate/EIT Tax Committee
20. Conferences
21. Board vacancies/appointments
 - Planning Commission - 2
 - Zoning Hearing Board - 1
22. Set agenda/January 15, 2014
23. Adjournment

Item Added:

*Committees

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, 165 Squirrel Hollow Road, Fire Chief of WD#3, commented on the flood problem at the fire hall. Chief Wiegand also announced the Fire Department received a Federal grant in the amount of \$10,000.00 for a Smoke Alarm Campaign – 500 smoke detectors will be purchased and distributed to residents in need that are in their fire district.
Some discussion was also held on insurance issues.
- Mr. Jim Cesnick, 112 Michael Road, commented on: the Finance Officer’s Report, Executive Session, Budget, Personnel issues and Performance reviews.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh to adjourn the meeting at 8:45 p.m.

At this time Supervisor DiSanti commented on adding the Committees to the agenda for the Reorganization Meeting and was under the impression the Chairman would make the appointments and then have the Board vote on those appointments. Supervisor Vaerewyck commented he felt the Supervisors didn’t come to a consensus on how we were doing the Committees.

Chairman Fleming pointed out -- the Committees are on the Reorganization Agenda for discussion.

SECONDED BY Supervisor DiSanti to adjourn. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager