

West Deer Township  
Board of Supervisors  
Reorganization Meeting  
January 7, 2013  
8:00 p.m.

The West Deer Township Board of Supervisors held their reorganization meeting at the West Deer Township Municipal Building. Members present: Tracy A. Adamik, Richard W. DiSanti, Jr., Jeffrey D. Fleming, Rick W. Florentine, Shirley Hollibaugh, Lawrence K. McManus, and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Mark Griffith, representing Griffith, McCague, & Wallace.

PLEDGE OF ALLEGIANCE

**APPOINT TEMPORARY CHAIRPERSON:**

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Fleming to appoint Shirley Hollibaugh as a temporary chairperson until a permanent chairperson can be elected. Motion carried unanimously 7-0.

Call to Order

Roll call taken by Mr. Mator – Quorum present.

**OPEN NOMINATIONS TO ELECT CHAIRPERSON:**

Nominations opened for Chairperson:

Supervisor Hollibaugh nominated Supervisor Fleming

No other nominations at this time.

Nominations closed.

A roll call vote to appoint the nominee, Jeffrey Fleming as Chairperson for West Deer Township Board of Supervisors for the Year 2013 was taken. Members voting yes, Dr. DiSanti, Mr. Fleming, Mr. Florentine, Mrs. Hollibaugh, Mr. McManus, Mr. Vaerewyck, and Mr. Adamik. Appointment of Jeffrey Fleming as Chairperson carried unanimously 7-0.

**2013 Chairperson – Jeffrey D. Fleming**

**OPEN NOMINATIONS TO ELECT VICE CHAIRPERSON:**

Nominations opened for Vice Chairperson:

Supervisor Adamik nominated Supervisor Hollibaugh

No other nominations at this time.

Nominations closed.

A roll call vote to appoint the nominee, Shirley Hollibaugh as Vice Chairperson for West Deer Township Board of Supervisors for the Year 2013 was taken. Members voting yes, Mr. Fleming, Mr. Florentine, Mrs. Hollibaugh, Mr. McManus, Mr. Vaerewyck, Dr. DiSanti, and Mr. Adamik. Appointment of Shirley Hollibaugh as Vice Chairperson carried unanimously 7-0.

**2013 Vice Chairperson – Shirley Hollibaugh**

**APPOINT TOWNSHIP MANAGER AND TREASURER:**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to appoint Daniel J. Mator as the Township Manager and Treasurer for West Deer Township for the Year 2013. Motion carried unanimously 7-0.

**APPOINT POLICE CHIEF:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Jonathan Lape as the Chief of Police for the Year 2013. Motion carried unanimously 7-0.

**APPOINT CODE ENFORCEMENT OFFICER:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Gary L. Bogan as the Code Enforcement Officer for the Year 2013 for West Deer Township. Position includes Residential Building Inspector, Building Code Official, Zoning Officer, and Dog Law Officer. Motion carried unanimously 7-0.

**APPOINT FINANCE OFFICER:**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to appoint Barbara Nardis as the Finance Officer for the Year 2013. Motion carried unanimously 7-0.

**FURNISH BONDS:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to furnish bonds for the Township Manager and the Administrative personnel for the Year 2013. The bonds will be paid from the General Fund. Motion carried unanimously 7-0.

**ESTABLISH RULES OF ORDER:**

**RULES OF ORDER  
TOWNSHIP POLICY GOVERNING PUBLIC MEETINGS  
TOWNSHIP OF WEST DEER**

**1. AGENDA REQUIREMENT:**

It is the Township's Policy that requests to be placed on the Agenda for a Board of Supervisor's Meeting must be received in writing at least seven days prior to the date set for the meeting.

**2. MEETINGS:**

It shall be the duty of the Board to meet stately at least once a month. The Board may adjourn to a stated time for general business or for special business. If no quorum is present at a regular or adjourned meeting, a majority of those who meet may agree upon another date for a meeting and may continue to so agree until the meeting is held. Special meetings may be called by the Chairman or upon written request of at least twenty-four (24) hours notice of such special meetings. The notice shall state whether it is for general or special purposes, and if it is for special purposes, the notice shall contain a statement of the nature of the business to be considered. Presence at a meeting constitutes waiver of notice.

**3. RECORDS:**

The Board shall make and preserve minutes and records of its proceedings. These records shall be open for public inspection during reasonable hours. In addition, at least one week prior to any regular meeting, the Board shall release an agenda of the regular meeting and within one week after the regular meeting, the Board shall release a summary of action taken at the meeting. Within one week after any special meeting the Board shall release a summary of action taken at a special meeting. For the purposes of this section, releases may appear in any newspaper or other publication generally circulated in the Township on a monthly, weekly, or daily basis.

No business shall be transacted at regular meeting unless the subject appears on the agenda. Any emergency matters may be considered at special meetings upon twenty-four (24) hours notice.

**4. PUBLIC MEETINGS:**

All official meetings of the Board shall be open for public attendance. All official votes of the Board shall be taken openly.

**5. OPERATING RULES:**

The Board shall by resolution adopt rules of procedure for its meetings and for assignment of members to committees. Such rules shall be designed to assure full and equal participation in the deliberations of the Board by all of its members.

**6. QUORUM:**

A majority of the members of the Board shall constitute a quorum. The Board shall conduct no business except in the presence of a quorum.

**7. MAJORITY ACTION:**

The action of a majority of the Supervisors present and entitled to vote, unless otherwise stated in this Charter, shall be binding upon and constitute the action of the Board.

**8. FORM OF ACTION BY THE BOARD:**

Official actions of the Board may be taken by adoption of an ordinance, or a resolution, or by motion. All ordinances and resolutions must be in written form. All actions of a legislative character shall be taken by ordinance. All other actions of the Board shall be by resolution or motion, unless otherwise required in this Charter, or in the resolution establishing the rules of procedure. However, no such administrative action shall be void otherwise adversely affected if it shall have been taken by ordinance. All final action in adopting ordinances or resolutions shall be by roll call vote, and the vote of each member of the Board shall be entered in the minutes of the meeting.

**9. CITIZENS' RIGHT TO BE HEARD:**

Upon petition signed by two hundred registered voters of the Township, the Board shall set a special meeting of the Board to hear matters set forth in the citizens' petition. The special meeting of the Board shall be set within thirty (30) days after the petition is filed with the Township Secretary.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to establish the Rules of Order for the Year 2013 as presented. After some discussion, Supervisor DiSanti amended his motion and Supervisor Vaerewyck amended his second to include Robert's Rules of Order. Motion carried unanimously 7-0.

**DEPOSITORY FOR FUNDS:**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2013. Motion carried unanimously 7-0.

**FACSIMILE STAMP SIGNATURE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 7-0.

**APPOINT TOWNSHIP SOLICITOR:**

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Adamik to appoint the firm of Griffith, McCague, & Wallace as Township Solicitor for the Year 2013. Motion carried unanimously 7-0.

**APPOINT TOWNSHIP ENGINEER:**

MOTION BY Supervisor Adamik and SECONDED BY Supervisor Hollibaugh to appoint Shoup Engineering, Inc., as Township Engineer for the Year 2013. Motion carried unanimously 7-0.

**SET MONTHLY MEETINGS/DATE & TIME:**

The Board discussed setting the monthly meetings to either one or two meetings per month. And if the Board meets once a month and feels the need for an additional meeting, the Township can advertise a second meeting.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Adamik to set the Township meetings for the Year 2013 as follows:

Regular Business Meeting -- First and Third Wednesdays of each month at 7:30 p.m.

Executive Sessions at 6:30 p.m. as needed and to advertise in accordance with the law.

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

Motion denied, 3 – yes and 4 – no.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to set the Township meeting on the third Wednesday of each month at 7:30 p.m. and the executive session at 6:30 p.m. And for the Chairman to have the discretion to be able to call a second meeting on the first Wednesday of the month, if needed, and to advertise in accordance with the law and the Charter of West Deer Township. Members voting yes, Dr. DiSanti, Mr. Florentine, Mr. Vaerewyck, and Mr. Fleming. Members voting no, Mr. Adamik, Mrs. Hollibaugh, and Mr. McManus.

Motion carried 4 - yes and 3 - no.

**APPOINT DELEGATE & ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2013:**

**DELEGATE:**

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to appoint Larry McManus as the Delegate to the North Hills Council of Governments for the Year 2013.

Motion carried unanimously 7-0.

**ALTERNATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to appoint Tracy Adamik as the Alternate to the North Hills Council of Governments for the Year 2013.

Motion carried unanimously 7-0.

**APPOINT DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS FOR THE YEAR 2013:**

**DELEGATE:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Adamik to appoint Shirley Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2013.

Motion carried unanimously 7-0.

**ALTERNATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to appoint Jeffrey Fleming as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2013.

Motion carried unanimously 7-0.

**APPOINT DELEGATE & ALTERNATE/EIT TAX COMMITTEE:**

**DELEGATE:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Daniel Mator as Delegate to the EIT Tax Committee for the Year 2013. Motion carried unanimously 7-0.

**TWO (2) - ALTERNATES:**

MOTION BY Supervisor Adamik and SECONDED BY Supervisor DiSanti to appoint Rick Florentine as Alternate to the EIT Tax Committee for the Year 2013. Motion carried unanimously 7-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to appoint Gerry Vaerewyck as Alternate to the EIT Tax Committee for the Year 2013. Motion carried unanimously 7-0.

**CONFERENCES:**

The Allegheny County Association of Township Officials 2013 Seven Springs Conferences are held in the spring and fall.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials. Motion carried unanimously 7-0.

**2013 BOARD APPOINTMENTS:**

As of December 31, 2012, there are vacancies on the Planning Commission, Zoning Hearing Board, Parks & Recreation Board, and the Deer Creek Drainage Basin Authority.

The Township advertised for all of the vacancies.

• **PLANNING COMMISSION - 2 Appointments**

Two (2) members' terms expired December 31, 2012. Both Board members requested reappointments.

- Ms. Katharine M. Rojik
- Mr. Robert S. Bechtold

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to appoint Katharine Rojik as a member of the Planning Commission for a four (4) year term to expire December 31, 2016. Motion carried unanimously 7-0.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Adamik to appoint Robert Bechtold as a member of the Planning Commission for a four (4) year term to expire December 31, 2016. Motion carried unanimously 7-0.

• **ZONING HEARING BOARD - 1 Appointment**

One (1) members' term expired December 31, 2012. Mr. Felix Dialoiso requested reappointment. The Township did not receive any other Letters of Interest.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Adamik to appoint Felix Dialoiso as a member of the Zoning Hearing Board for a five (5) year term to expire December 31, 2017. Motion carried unanimously 7-0.

- **PARKS & RECREATION BOARD - 1 Appointment**

One (1) members' term expired December 31, 2012. Mr. Tom DeMartini requested reappointment.

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor McManus to appoint Tom DeMartini as a member of the Parks & Recreation Board for a five (5) year term to expire December 31, 2017. Motion carried unanimously 7-0.

- **DEER CREEK DRAINAGE BASIN AUTHORITY - 2 Appointments**

In 2012, West Deer Township had four members and Indiana Township had five members serve on the Deer Creek Drainage Basin Authority.

In 2013, West Deer Township will have five members serve on the Deer Creek Drainage Basin Authority.

Mr. David Trocki requested reappointment. The Township also received a Letter of Interest from Mrs. Joanna L. Bieniek.

MOTION BY Supervisor Adamik and SECONDED BY Supervisor DiSanti to appoint David Trocki as a member of the Deer Creek Drainage Basin Authority for a five (5) year term to expire December 31, 2017. Motion carried unanimously 7-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to appoint Joanna L. Bieniek as a member of the Deer Creek Drainage Basin Authority for a five (5) year term to expire December 31, 2017. Motion carried unanimously 7-0.

**ANNOUNCEMENTS:**

- **4<sup>TH</sup> ANNUAL WEST DEER DOG SHELTER BENEFIT  
ALL YOU CAN EAT BUFFET:**

Sunday, January 27, 2013 – Doors open at 12 noon, Lunch served at 1 pm  
Luncheon will be held at the Clarion Hotel, Tarentum Bridge Road, New Kensington, PA  
\$20.00 per Adult, Children 10 & under \$12.00  
Tickets must be purchased by January 21<sup>st</sup>  
Stop by Shelter or mail checks to:  
West Deer Dog Shelter, P.O. Box 2, Russellton, PA 15076 – Attn: Barb Pasquale  
50/50 Raffle, Chinese Auction & many door prizes.

- **RECYCLE CHRISTMAS TREES AT VARIOUS ALLEGHENY COUNTY PARKS**

Deer Lakes Park, in the parking lot by the Veterans Shelter, drop off dusk to dawn through January 19<sup>th</sup>. Trees must be free of all decorations, lights, bags & stands.

**SET AGENDA /January 16, 2013**

6:30 p.m. -- Executive Session

7:30 p.m. -- Regular 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 and Payroll
9. Code Enforcement Officer's Report
10. Police Chief's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. John Novak Site Plan
14. Mike Beacom Site Plan
15. Ordinance/HyTyre Farms/Acceptance of Streets
16. Old Business
17. New Business
18. Set Agenda/February 20, 2013
19. Comments from the Public
20. Adjournment

Item added:

\*Discussion/Nike Site furnaces

**ADJOURNMENT:**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn at 8:40 p.m.  
Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Township Manager