

West Deer Township
Board of Supervisors
February 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, Lawrence K. McManus, and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas I. 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.

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.

- Mr. David Christ, 164 Cannon Hill Road was present and addressed the Board in regard to his interest in purchasing blighted/abandoned properties in West Deer Township. Mr. Christ briefly explained a new State program -- the Land Bank Program to obtain abandoned properties. An informational meeting on the program will be held on March 20th at Penn State. Mr. Christ will supply more information to the Manager.

ACCEPT MINUTES:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the January 16, 2013 meeting as presented. 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
January 31, 2013

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 359,531	
		\$ 359,531

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 59,422	
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Fire Tax Fund:

Sweep Account - Restricted	\$ 24,475	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 350,963	
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\$ 434,860

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 531,214	
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Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,888	
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\$ 712,102

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 76,108	
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\$ 76,108

TOTAL CASH BALANCE 1/31/13

\$ 1,6582,601

Interest Earned January 2013

\$ 90

	<u>12/31/2012</u>	<u>January</u>	<u>1/31/2012</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 90,686.18	\$ 1,799	\$ 89,136.67
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		
Volunteer Companies Loan FD-VFC #1	\$ 36,940.64	\$ 644	\$ 36,377.39

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 7-0.

LIST OF BILLS:

Best Wholesale Tire Co., Inc.....	3048.52
Beth's Barricades.....	230.00
Dell Marketing LP.....	1788.58
Digital-Ally.....	559.00
Environmental Planning & Design, LLC.....	7723.08
Greco Gas, Inc.....	693.59
Griffith, McCague & Wallace, PC.....	1444.00
Hei-Way, LLC.....	645.69
Jordan Tax Service, Inc.....	1334.38
Kress Tire.....	390.00
Mark C. Turnley.....	2375.00
MRM Workers' Comp Fund.....	966.00
North Eastern Uniforms & Equip Inc.....	481.89
Office Depot.....	558.56
Sew Ya Need.....	957.00
Shoup Engineering, Inc.....	663.75
Staley Communications.....	238.90
Toshiba Financial Services.....	606.17
Trib Total Media.....	232.72
Tristani Brothers, Inc.....	1669.00
Walsh Equipment.....	2729.04

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 DiSanti and SECONDED BY Supervisor McManus to pay utilities and payroll from February 21, 2013 to March 20, 2013. Motion carried unanimously 7-0.

CODE ENFORCEMENT OFFICER'S REPORT:

Gary L. Bogan, Code Enforcement Officer was absent due to surgery -- No report submitted. Supervisor DiSanti suggested the Board and Administrative staff send a get well card to Mr. Bogan.

POLICE CHIEF'S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of January 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:

*Commented & thanked everyone who assisted with the new ice skating rink.

*Parks & Recreation meeting – February 27th at 7 p.m. followed by a Community Days meeting.

*Movie – March 8th at East Union Community Center.

*Easter Egg Hunt – March 24th at Bairdford Park.

*Mr. Tom DeMartini, member of the Parks & Recreation Board was also present and requested the Board to designate and reserve a line item in the Budget for parks improvements.

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/Nagy Lot Line Revision; Miscellaneous/2013 Road Improvement Project. Mr. Shoup also informed the Board the guiderail project has been completed.

2013 SALVAGE YARD LICENSE APPLICATIONS:

Mr. Bogan, the Code Enforcement Officer, received the following four (4) applications for the 2013 Salvage Yard License in West Deer Township:

- A) Boulevard Auto & Truck Salvage, LLC
- B) IAA Acquisition Corp.
- C) Catanese Brothers Salvage
- D) Blazczak Salvage, Inc.

All four (4) applicants have paid their fees. Mr. Bogan inspected the properties on January 17, 2013 and submitted checklists to the Board as per Township Ordinance Number 349.

**A) BOULEVARD AUTO & TRUCK SALVAGE, LLC
813 Saxonburg Blvd., Tarentum, PA 15084**

The Board received Mr. Bogan's inspection/checklist report of the property. Also Noted: Very little activity from previous year.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to approve the Boulevard Auto & Truck Salvage, LLC application for the 2013 Salvage Yard License. Motion carried unanimously 7-0.

**B) IAA ACQUISITION CORPORATION
49 Bairdford Road, Gibsonia, PA 15044**

The Board received Mr. Bogan's inspection/checklist report of the property.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to approve the IAA Acquisition Corporation application for the 2013 Salvage Yard License. Motion carried unanimously 7-0.

**C) CATANESE BROTHERS SALVAGE
Little Deer Creek Valley Road, Russellton, PA 15076**

The Board received Mr. Bogan's inspection/checklist report of the property. Also Noted: Very little activity from previous year.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to approve the Catanese Brothers Salvage application for the 2013 Salvage Yard License. Motion carried unanimously 7-0.

**D) BLAZCZAK SALVAGE, INC.
115 Kaufman Road, Gibsonia, PA 15044**

The Board received Mr. Bogan's inspection/checklist report of the property. Also Noted: Very little activity from previous year.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to approve the Blazczak Salvage, Inc., application for the 2013 Salvage Yard License. Motion carried unanimously 7-0.

ACCEPT RESIGNATION/PARKS & RECREATION BOARD:

The Board received a letter from Mrs. Pat Aber resigning as a member of the West Deer Township Parks & Recreation Board.

MOTION BY Supervisor McManus and SECONDED BY Supervisor Hollibaugh to accept the resignation from Pat Aber as a member of the West Deer Township Parks & Recreation Board. Motion carried unanimously 7-0.

Supervisor Vaerewyck recommended sending Mrs. Aber a thank you letter for her many years of volunteer work and the Board also agreed to present Mrs. Aber with a plaque.

APPOINTMENT/PARKS & RECREATION BOARD:

The Township received a letter of interest from Sue Fink requesting to fill the vacancy on the Parks & Recreation Board.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Sue Fink as a member of the West Deer Parks & Recreation Board to fill the unexpired term of Mrs. Aber – term to expire on December 31, 2016. Motion carried unanimously 7-0.

2013 ROAD IMPROVEMENT PROJECT:

Mr. Shoup outlined the Memorandum dated February 15, 2013 for the 2013 Road Improvement Project proposing the Township let bids for two contracts.

The first contract would be for asphalt paving and other miscellaneous work. The second contract would be for bituminous seal coat work.

Recommendation for the BASE BID streets to be bid, the paving application, with cost estimates for the work: McIntyre Road, Cemetery Lane, Hunter Road, Anna Dale Drive, Kaufman Road (Portion near Saxonburg Blvd.), Logan Road (at Landslide), Itinger Road, Far Road, White Road.

Recommendation for the ALTERNATE streets to be bid, the paving application with cost estimates for the work: Burger Road, Quigley Road, Grubbs Road, Trump Road.

The streets recommended for bituminous seal coating with cost estimates are:

BASE BID: Blanchard Road, Hemphill Road, Walnut Street, Christy Road, Martin Road, Michael Road.

ALTERNATE BIDS: Sandy Hill Road, Henry Road, Kaufman Road, Logan Road, Shepard Road.

Chairman Fleming thanked both Scott Shoup and Tracy Adamik for all their time and work on the Road Project.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to authorize the Township Engineer to solicit bids for the 2013 Road Improvement Project as per the Memorandum dated February 15, 2013 from the Township Engineer. Motion carried unanimously 7-0.

EMS FUNDING:

Mr. Tom DeMartini, representing West Deer EMS was present and explained the EMS's need for financial assistance and asked the Board to consider a loan until their cash flow improves. There was much discussion, questions, and comments. Mr. DeMartini will obtain and submit the financial records to the Township. The Board also discussed the option of paying the EMS a monthly amount instead of a lump sum amount. The Board will discuss the EMS request at their Executive Session after the Regular Meeting.

OLD BUSINESS:

- Supervisor DiSanti questioned if a thank you letter was sent to Mrs. Purcell in regard to the Dog Shelter Annual Luncheon.

NEW BUSINESS:

- Supervisor Vaerewyck indicated he would like to attend the Housing Alliance/Land Bank Program course and questioned if he could be reimbursed for the expenses.
- Chairman Fleming thanked the Road Department for handling the roads in West Deer Township.

- Chief Lape recommended the Board commend Miste Wiegand, a volunteer firefighter with Fire Company No. 3 for helping a family escape their burning home. The Board agreed to present her with a plaque and a commendation/resolution.

- **2013 TAX BILLS**
 Mr. Mator informed the Board that the County property assessment appeals are not complete and recommended postponing sending out the 2013 Township tax bills that normally are mailed out on March 15th and perhaps after a month, the County will have a more accurate final assessment of taxes.
 MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to delay sending out the West Deer Township tax bills for 2013 assessment by 30 days. Supervisor DiSanti also added to his motion that based on the fact that this would not implement any financial stress on the Township and also it would give us a chance to have a better accurate assessment for the 2013 tax year. Motion carried unanimously 7-0.

- Supervisor Vaerewyck addressed the Board on being confused in regard to the Per Capita Tax. The Township collection age for the tax is 21 years old and over and the School District collection age is 18 years old and over. Supervisor Vaerewyck also indicated he would like the 2013 Per Capita Tax/Abolishment be placed on the next Agenda.

SET AGENDA – Regular Business Meeting

March 20, 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. Code Enforcement Officer's Report
10. Police Chief's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. 2013 Road Improvement Project
14. Old Business
15. New Business
16. Set Agenda/April 17, 2013
17. Comments from the Public
18. Adjournment

Items added:

*Miste Wiegand Commendation/Resolution

* Per Capita Tax/Abolishment

* EMS

*Committee Reports

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.

- Mrs. Sarah Bossart, Grubbs Road, addressed the Board on various items including providing and continuing publishing articles in the Town Flyer.

EXECUTIVE SESSION – Chairman Fleming announced the Board will hold an Executive Session after the Regular Meeting and the Board will not return to the Regular Meeting.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 8:45 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager